



# STATE OF NORTH DAKOTA

BILLING MANUAL

**PEOPLESOFT  
VERSION 8.4**

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## Disclaimer

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Written by MAXIMUS, ERP Solutions Division, March 2014.

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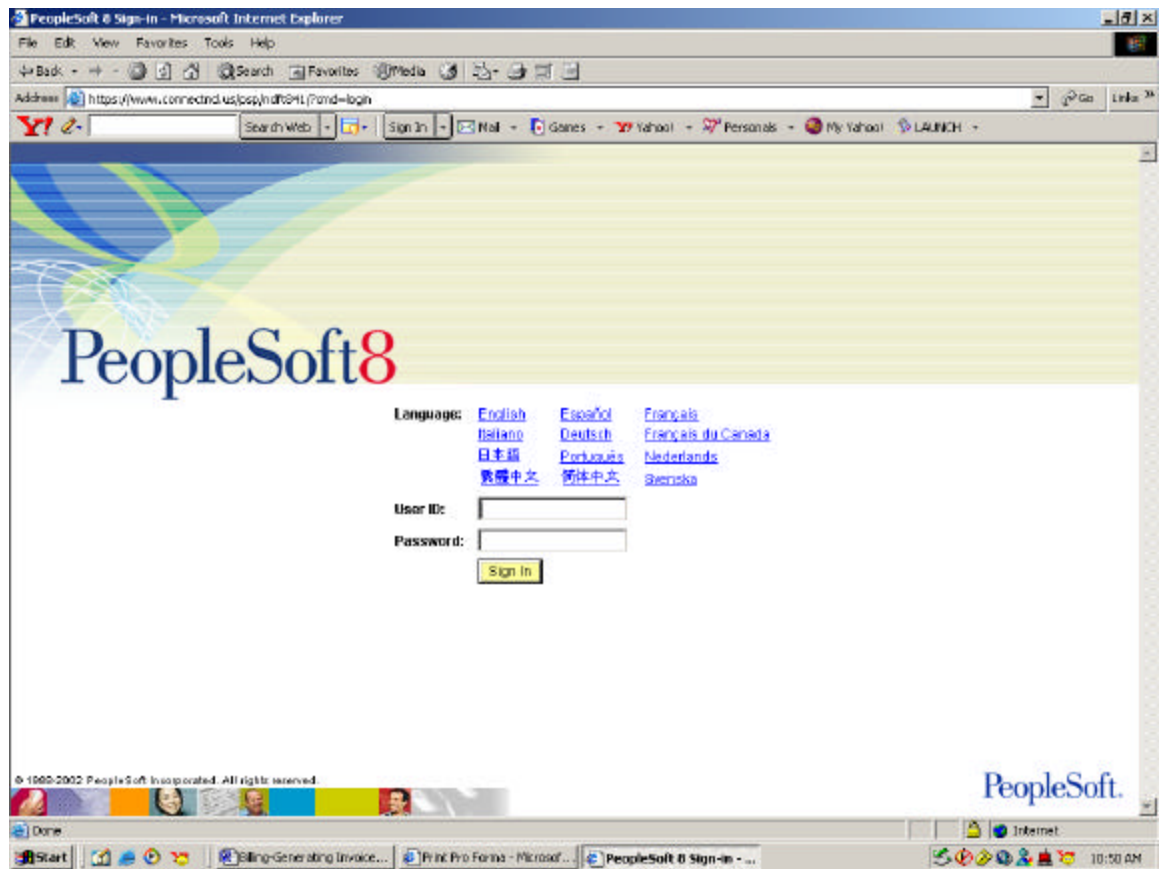
## Exclusion

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## Sigining into PeopleSoft

- Enter your unique User ID and Password.
- Click **Sign In**.




## Effective Dates within PeopleSoft







- **EFFECTIVE DATES** are very important in PeopleSoft. When you enter information, it is important that you effective date it with either the date that you entered the information, or a future/past date that the information became active. Therefore, if a customer has an address change effective the end of the current month. You can bring up the customer and ADD a new row using the **+** icon. It is important that you do not just change the current information in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper






way to add or change information is to add a new row and effective date it with the proper information. In our example above, you would effective date the new address with the date for the end of the month (when the move is to occur). PeopleSoft will choose which information to use based on the effective date that is the closed to the current date (not including future dates).

- **INACTIVATING** information within PeopleSoft also works with Effective Dates. If you wanted to inactivate a piece of information, you would bring up the customer and ADD a new row using the  icon. It is important that you do not just change the current status to INACTIVE in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper way to Inactivate information is to add a new row and effective date. Change the new row's status to INACTIVE. In our example above, if you wanted to inactivate the old address, you would add to new lines to the existing customer information. The first new line would be used with the effective date at the end of the month (the day before the move) and change the status to INACTIVE. The second new line would have the effective date of the next day, a status of ACTIVE and a new address. This way you retain history and processing does not have inactive information tied to it.
- **CORRECTION MODE** should not be used to change information. The proper way to change information is by adding a new row with a new effective date.
- **RUN CONTROLS:** It is important that you set up unique Run Controls for each different process that you will be running. If at any time your process fails over and over again, your Run Control could have become corrupted. At that time, create a new Run Control and rerun the process. Sometimes this will work. If not, contact your IT support person for help.

## PeopleSoft Icons to Remember

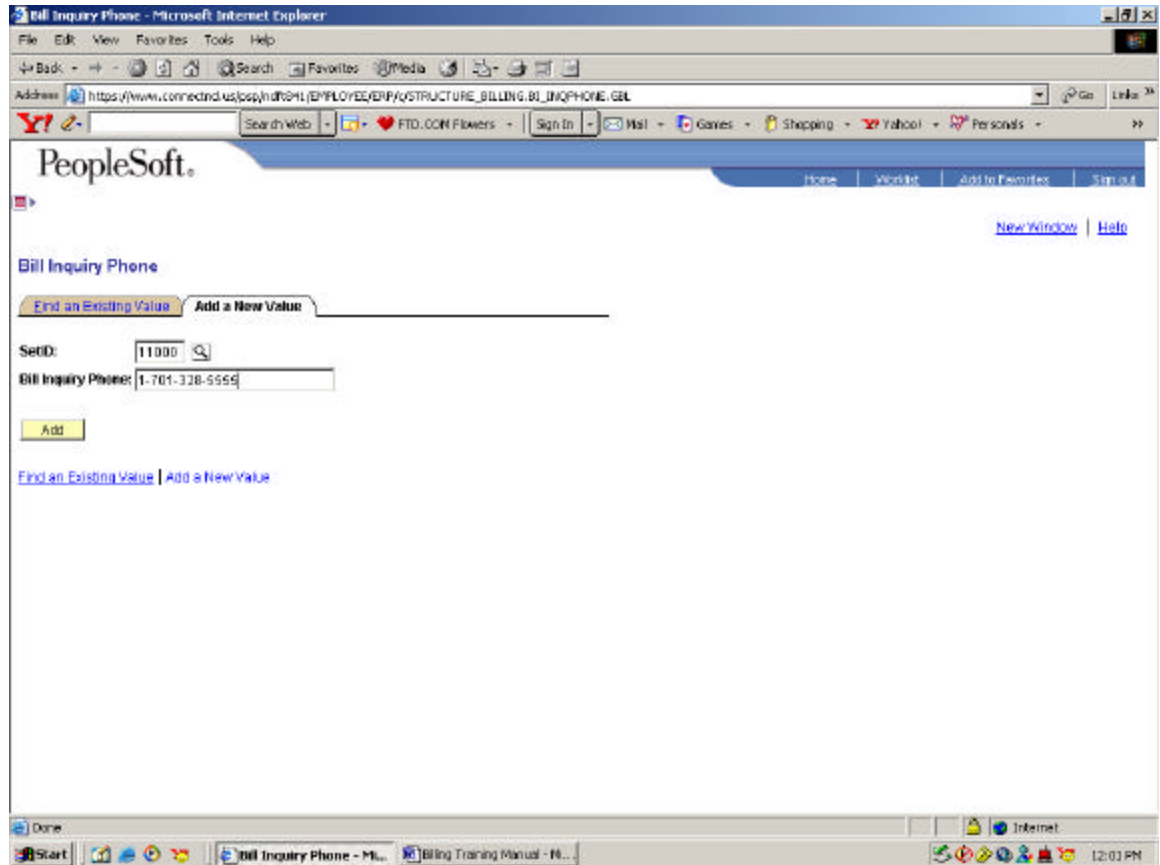
-  **Search**: Will do a search based on searching criteria and bring up valid values.
-  **Clear**: Will clear the search dialog page of any values so that you can re-enter information.
- : Will bring up a list of valid values.
- : Will bring up a calendar that you can use to specify a date.
- : Click on the drop down box to see a list of valid values that you can choose from.
- [Hyperlink](#): Click on the hyperlink to go to the specified page.
-  **Save**: Will Save the page.

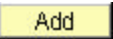
- **Refresh** : Will refresh the data on the Process Monitor.
- **Process** : Will initiate the process specified.
- **Return to Search** : Will return to the search dialog page.
- **Next in List** : Will show the next entry in the list.
- **Add** : Will add another value.
- **+** : Will add another line.
- **-** : Will delete another line.
- **Totals** : Will allow you to view all or selected lines.
 

Find | View All    First ◀ 1 of 1 ▶
- **Select All** : Will select all values in the list.
- **Deselect All** : Will deselect all values in the list.
- **New Window** : Will open a new PeopleSoft Internet page.
- **Run** : Will run the process.
- **Lookup** : Will perform a search based on the searching criteria.
-  : Will refresh or build the page.
-  : Will create entries.
-  : Will delete entries.

## Setup Bill Inquiry Phone

Setup Financials / Supply Chain > Product Related > Billing > Setup > Bill Inquiry Phone



- Enter the appropriate SetID: Bill Inquiry Phones are defined using Business Unit as the Setid.
- Bill Inquiry Phone: Enter the appropriate phone number. The number your customers may call if they have questions about their bill and will be printed on the invoice.
- Click 

Bill Inquiry Phone - Microsoft Internet Explorer

Address: https://www.connectnd.us/ps/ps/EMPLOYEE/EMP/A/STRUCTURE\_BILLING.BI\_INQPHONE.GBL

PeopleSoft.

Bill Inquiry Phone


SetID: 11000 Bill Inquiry Phone: 1-701-328-5555


Effective Date: 01/01/1901 Status: Active

Short Desc: Main Num

Description: Main Number

Save Notify Add Update/Display Include History Comment History

- Effective Date: Enter the date which the new Bill Inquiry Phone becomes active / inactive.
- Short Desc: Enter the Short Description to describe the Phone.
- Description: Type in the description of the phone being defined.
- Click 

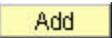
Note: In order to change the description, or inactivate this Bill Inquiry Phone, you must add a new row using the add icon .

## Distribution Codes

Setup Financials / Supply Chain > Product Related > Billing > Setup > Distribution Code

The screenshot shows a web browser window titled "Distribution Code - Microsoft Internet Explorer". The address bar displays the URL: [https://www.connectnd.us/jsp/ndt041/EMPLOYEE/HRFX/STRUCTURE\\_BILLING\\_DST\\_CODE\\_TABLE.GBL](https://www.connectnd.us/jsp/ndt041/EMPLOYEE/HRFX/STRUCTURE_BILLING_DST_CODE_TABLE.GBL). The page features the PeopleSoft logo at the top left and navigation links like "Home", "Worklist", "Add to Favorites", and "Sign out" at the top right. Below the logo, the title "Distribution Code" is displayed. The main content area contains two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under the "Find an Existing Value" tab, there are input fields for "SetID:" with the value "11000" and "Distribution Code:" with the value "revenue". Below these fields is a yellow "Add" button. At the bottom of the form, there are links for "Find an Existing Value" and "Add a New Value". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 2:13 PM.

Note: These codes simplify the process of generating accounting entries by defining a valid combination of Chartfield values.

- SetID: Distribution Codes are defined using Business Unit as the Setid.
- Distribution Code: Enter a descriptive identifier for the distribution code.
- Click 

**PeopleSoft.**

**Distribution Code**

SetID: 11000    Distribution Codes: REVENUE

**Distribution Code Definition**

\*Effective Date: 02/09/2004    \*Status: Active

\*Description:

Short Description:

\*Distribution Type: AR

Chartfield Values

*Account	Fund	DeptID	Program	Class	Product	SubsysActv_ID	Statistics Code
1							

Buttons: Save, Notify, Update/Display, Include History, Done

- Effective Date: Enter the date for which this distribution code becomes active.
- Status: Active.
- Description: Enter the description for this distribution code.
- Short Description: Enter the description for this distribution code.
- Distribution types include:

**Discount**

Used for setting up discount account distribution entries.

**Revenue**

Used for setting up revenue accounts.

**Surcharge**

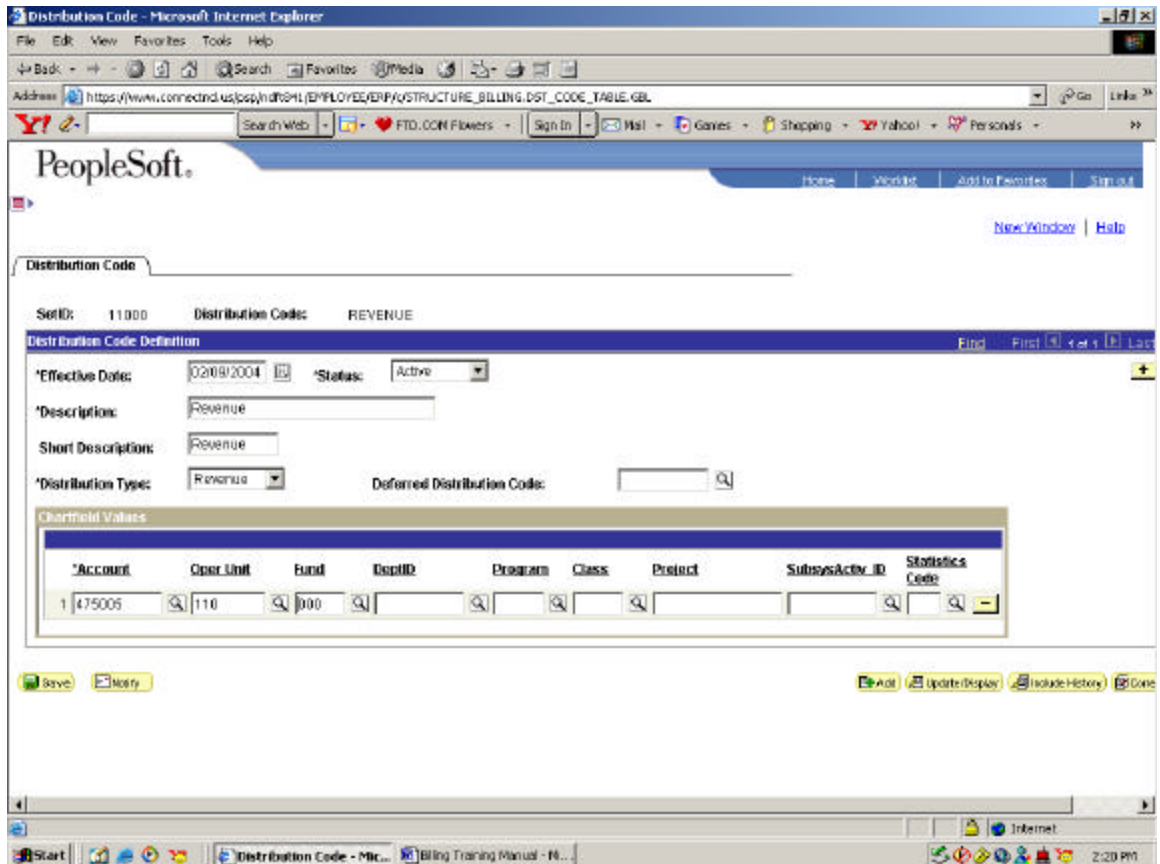
Used for setting up surcharge account distribution entries.

**AR (accounts receivable)**

Used for pending items either at item entry on the Pending Item 1 page, item entry type on the Item Entry Type — Selection page, or by business unit on the Accounting Options 1 page.

**Refund Ctrl (refund control)** The Chartfield combination used to record the liability for a refund.

Note: In order to change or inactivate this Distribution Code, you must add a new row using the add icon .



PeopleSoft.


Home | Worklist | Add to Favorites | Sign Out

[New Window](#) | [Help](#)

**Distribution Code**


SetID: 11000    Distribution Codes: REVENUE

**Distribution Code Definition** Find    First    1 of 1    Last

\*Effective Date: 02/09/2004    \*Status: Active 







\*Description: Revenue


Short Description: Revenue

\*Distribution Type: Revenue    Deferred Distribution Code: 

**Chartfield Values**

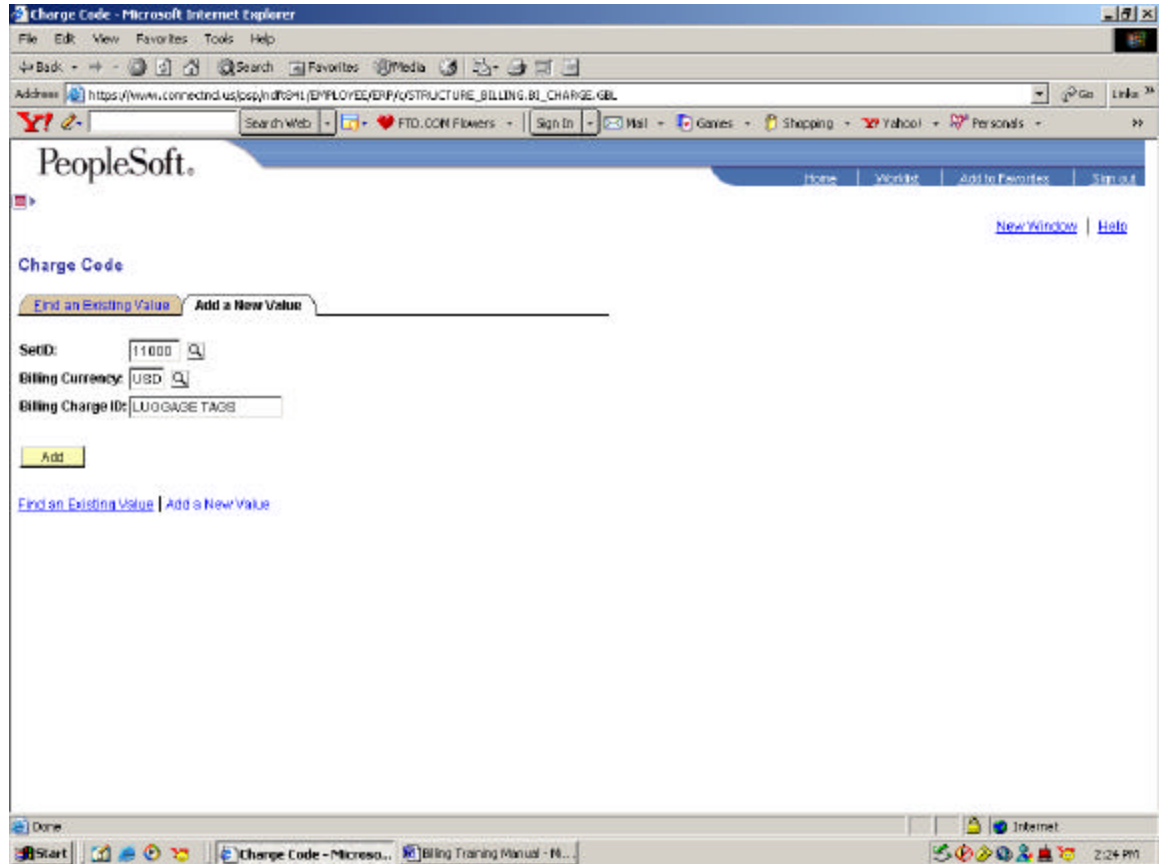
*Account	Oper Unit	Fund	DeptID	Program	Class	Project	Subsys/Activ ID	Statistics Code
1 475005	110	000						

 Save     Notify     Abort     Update/Display     Include History     Done


- ChartField Values: Enter the appropriate chartfield combinations for this distribution code. These Chartfields will default during Billing / Accounts Receivable processing and can be changed.
  - Account
  - Oper Unit
  - Fund
  - DeptID
  - Program
  - Class
  - Project
- Click 

## Charge Codes

Setup Financials / Supply Chain > Product Related > Billing > Setup > Charge Code



**Note:** Charge Codes are used in PeopleSoft Billing to bill for something and is optional.

- SetID: Charge Codes are defined using Business Unit as the Setid.
- Billing Currency: USD.
- Charge Code: Enter a descriptive identifier for the charge code which represents a product / service that your agencies uses to bill.
- Click .



Charge Code - Microsoft Internet Explorer

Address: https://www.connectnd.us/jsp/nd/PSFT/EMPLOYEE/EMP/VA/STRUCTURE\_BILLING.BI\_CHARGE.GBL

PeopleSoft.

Charge Code

Settle: 11000 Currency: USD Charge ID: LUAGAGE TAGS

Charge Code

Effective Date: 01/01/1901 Status: Active

Unit of Measure: EA List Price: 1.1600

Description: Luggage Tags




Long Description:

Revenue Distribution Code: REV Revenue Recognition Basis: Invoice Date

Tax Group: Transaction Type: Sale Transaction Sub Type: None

Save Return to Search History

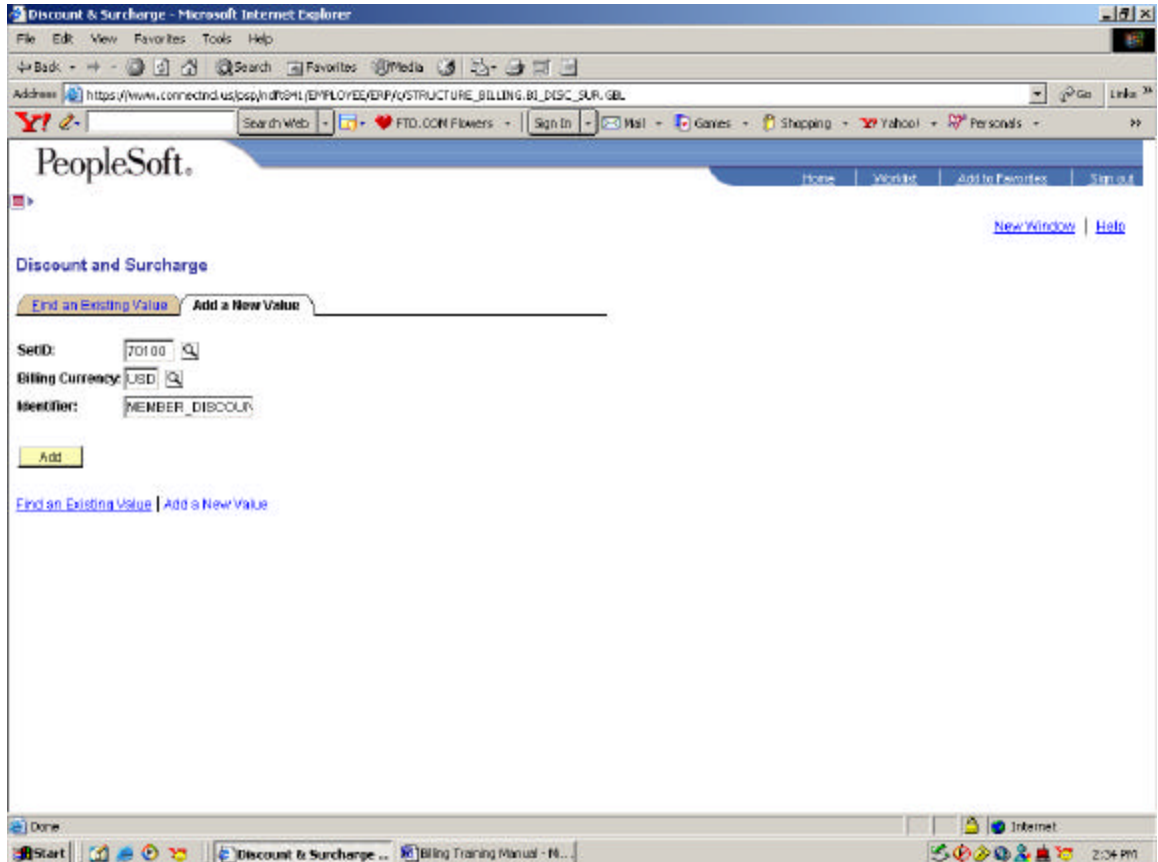
Find View All First 1 of 4 Last

- Effective Date: Enter the appropriate effective date in which this charge code becomes active.
- Status: Active.
- Unit of Measure: EA. Click on the magnifying glass icon  to see a list of valid values to choose from.
- Description: Enter the appropriate description for this charge code.
- List Price: Enter the list price per unit of measure for this charge code. This price will default on the bill when the charge code is chosen from the drop down list, but can be changed.
- Revenue Distribution Code: Pick the valid value from the list of Revenue Distribution Codes by clicking on the magnifying glass icon . Only distribution codes whose distribution type is equal to 'Revenue' will be listed.
- Click 


Note: In order to change or inactivate this Charge Code, you must add a new row using the add icon .

## Discount & Surcharge

Setup Financials / Supply Chain > Product Related > Billing > Setup > Discount & Surcharge



Note: Discount and Surcharges page enables you to enter as many predefined discounts or surcharges, as you want, each associated with a flat amount or percentage. A discount lowers the amount due from a customer; a surcharge raises the amount due from a customer.

- SetID: Discount & Surcharge Codes are defined using Business Unit as the Setid.
- Billing Currency: USD.
- Identifier: Enter a descriptive identifier for the Discount or Surcharge.
- Click .

Discount & Surcharge - Microsoft Internet Explorer

Address: https://www.connectnd.us/ps/hd0041/EMPLOYEE/EMP/STRUCTURE/BILLING/BI\_DISC\_SUR\_GBL

PeopleSoft.

Discount & Surcharge

SetID: 70100 Currency: USD Identifier: MEMBER\_DISCOUNT

Effective Date: 01/01/1901 Status: Active

Type: ☒ Discount ☐ Retainage ☐ Surcharge ☐ Installment Surcharge

Computation Basis: ☐ Amount ☒ Percentage 15.00



Short Description: Member


Description: Member Discount

Distribution Code: DISCOUNT

Save Return to Search Notify Add Update History Include History Correct History

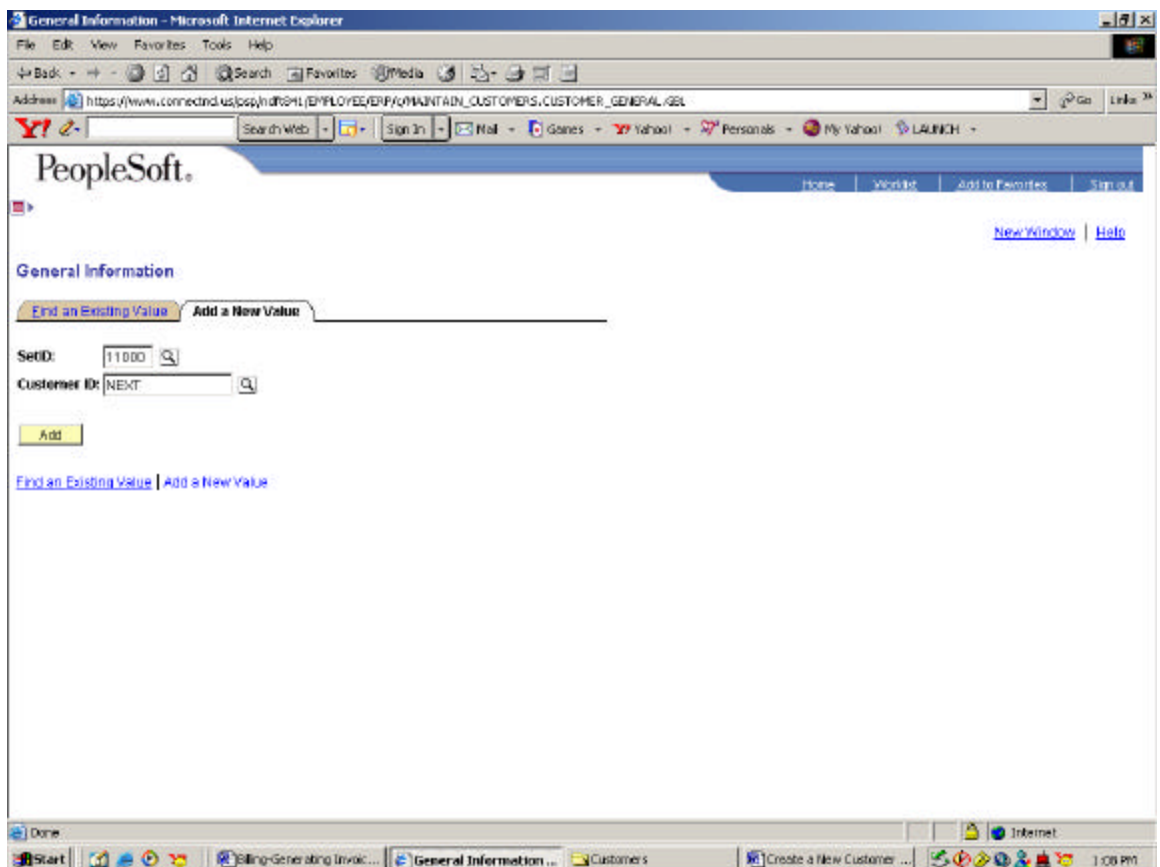
- Effective Date: Enter the appropriate effective date in which this discount / r becomes active.
- Status: Active.
- Type
  - Discount
  - Surcharge
- Computation Basis: Specify as a flat Amount or Percentage. Whichever you select, also enter the amount or the percentage in the adjacent field. Enter the percentage as a number with two decimal places; for example, enter 5 percent as 5.00.
  - Amount
  - Percentage
- Description: Enter the appropriate description for this Discount / Surcharge.
- Short Description: Enter the appropriate description for this Discount / Surcharge.

- Distribution Code: Pick the valid value from the list of Distribution Codes by clicking on the magnifying glass icon . Only distribution codes whose distribution type is equal to 'Discount' / 'Surcharge' will be listed.
- Click .

Note: In order to change or inactivate this Charge Code, you must add a new row using the add icon .

## Creating Customers

Customers > Customer Information > Add a New Value

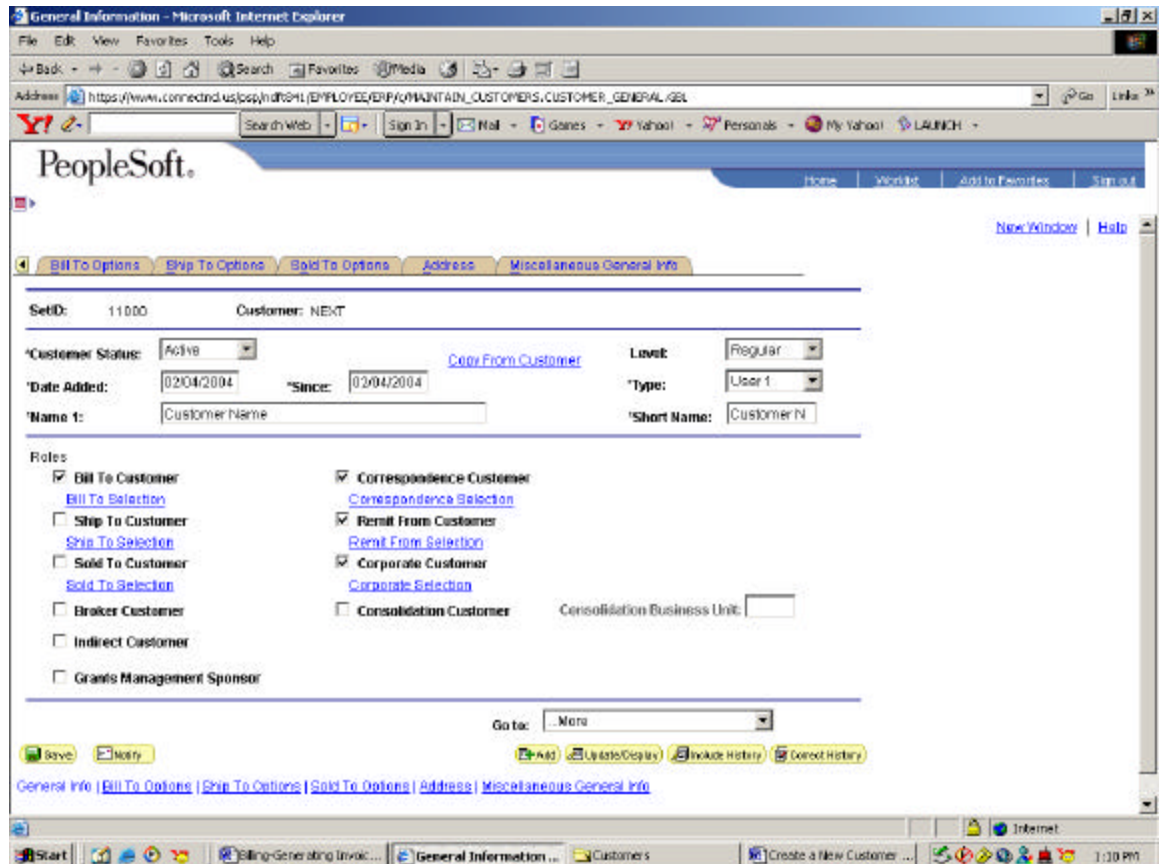


The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft 'General Information' form. The browser's address bar shows the URL: [https://www.connectnd.us/psp/hdrcmt/EMPLOYEE/EMP/MAINTAIN\\_CUSTOMERS.CUSTOMER\\_GENERAL.GSL](https://www.connectnd.us/psp/hdrcmt/EMPLOYEE/EMP/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GSL). The form has a 'General Information' section with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are two input fields: 'SetID:' with the value '11000' and a magnifying glass icon, and 'Customer ID:' with the value 'NEXT' and a magnifying glass icon. Below these fields is a yellow 'Add' button. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the 'Start' button, several application icons, and the system clock showing 1:08 PM.

- Enter the appropriate SetID: Customers are defined using Business Unit as the Setid.

- Customer ID: If you are adding a new customer, you may enter this code manually or use the Automatic Numbering page to have the system automatically assign the next sequential Customer ID.

- Click .

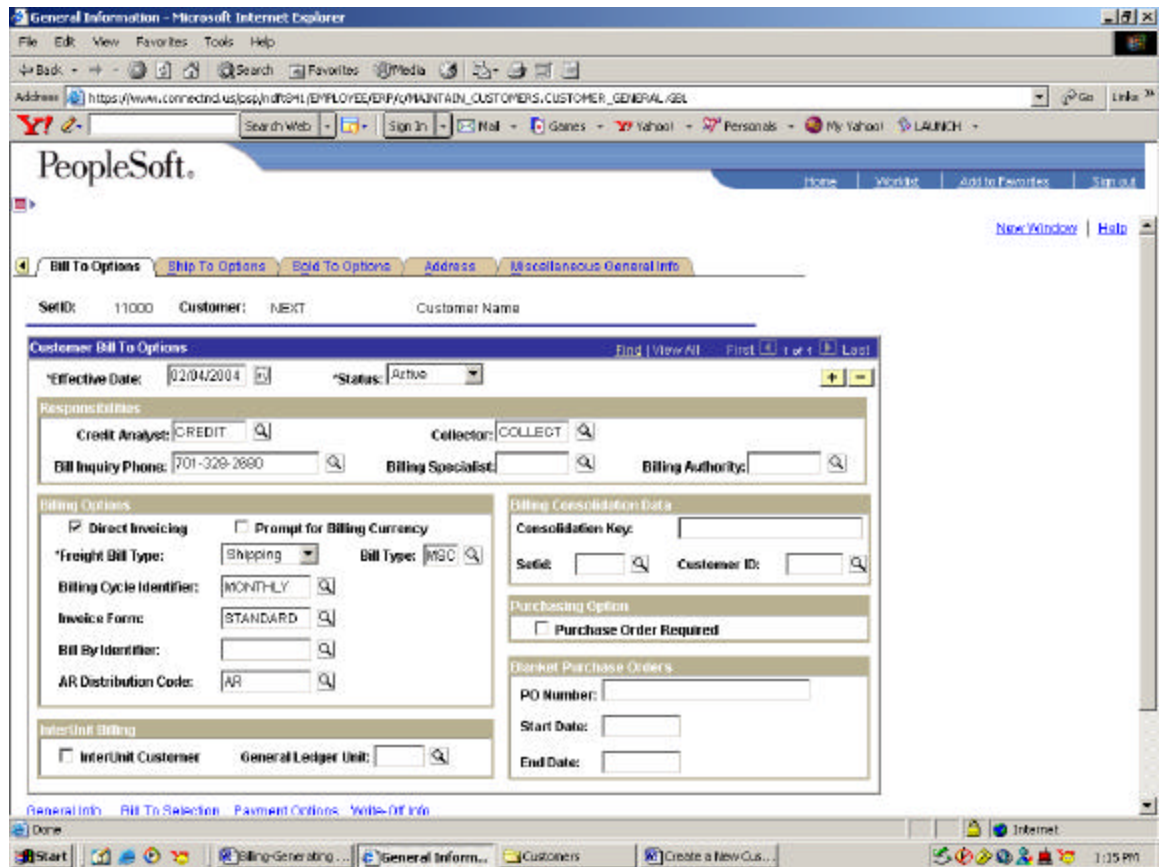


The screenshot shows the PeopleSoft General Information - Microsoft Internet Explorer window. The browser address bar displays the URL: [https://www.connectnd.us/psp/ndfcm/EMPLOYEE/HR/M/MAINTAIN\\_CUSTOMERS.CUSTOMER\\_GENERAL.GSL](https://www.connectnd.us/psp/ndfcm/EMPLOYEE/HR/M/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GSL). The PeopleSoft logo is visible at the top left. The main content area shows the 'Customer General Info' form. The form includes fields for 'SetID' (11000), 'Customer' (NEXT), 'Customer Status' (Active), 'Level' (Regular), 'Date Added' (02/04/2004), 'Since' (02/04/2004), 'Name 1' (Customer Name), and 'Short Name' (Customer N). There are also checkboxes for 'Roles' such as 'Bill To Customer', 'Ship To Customer', 'Sold To Customer', 'Broker Customer', 'Indirect Customer', 'Grants Management Sponsor', 'Correspondence Customer', 'Permit From Customer', 'Corporate Customer', and 'Consolidation Customer'. The 'Go to' dropdown is set to 'None'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The taskbar at the bottom shows the Start button and several open applications including 'Billing-Generating Invoic...', 'General Information...', 'Customers', and 'Create a New Customer...'.

- Enter the Customer name in the Name 1 field. The Short Name will populate from the Name 1 field upon page refresh.
- Select the appropriate Role checkbox.
  - Bill To Customer

**Note:** If customer is an InterUnit Customer (Another State Agency), click 'Ship To' and 'Sold To' checkboxes as well.

- Click on the 'Bill to Options' tab.



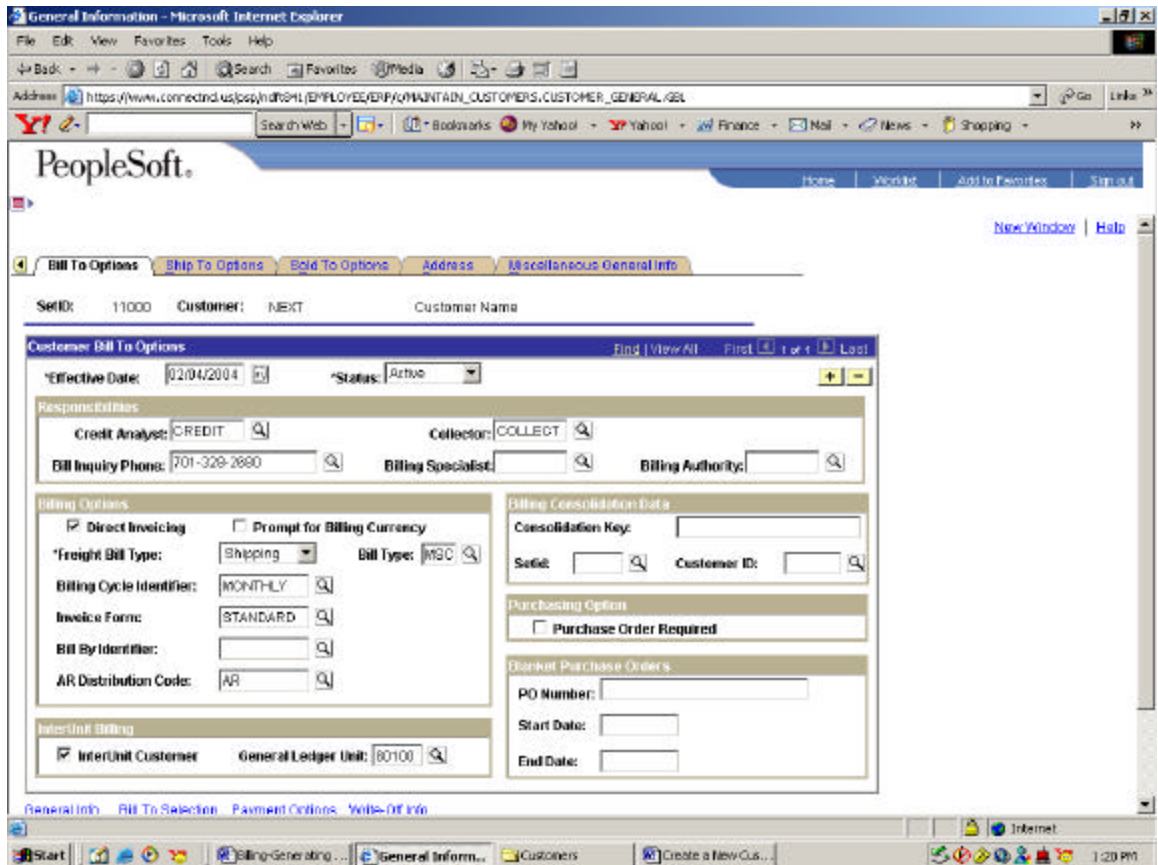
- Enter the appropriate Credit Analyst: CREDIT.
- Enter the appropriate Collector: COLLECT.

The following fields are optional and may default on the Bill from the business unit, bill type, bill source, or customer options, depending on the level at which you specify these values.

- Bill Inquiry Phone: The number your customers may call if they have questions about their bill.
- Billing Cycle Identifier: Associates a billing cycle (monthly, on-demand, quarterly, etc.) with a bill.
- Invoice Form: STANDARD.
- AR Distribution Code: AR.
- Bill Type



Note: If the customer being setup is another State Agency using PeopleSoft, you will need to complete the InterUnit Billing section on the Bill To Options page.



**General Information - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/hdrcnt/EMPLOYEE/HRFM/MAINTAIN\_CUSTOMERS/CUSTOMER\_GENERAL.GEL

Search Web Bookmarks My Yahoo! Yahoo! Finance Mail News Shopping

**PeopleSoft.** Home Worklist Add to Favorites Sign out

[New Window](#) [Help](#)

**Bill To Options** [Ship To Options](#) [Bill To Options](#) [Address](#) [Miscellaneous General Info](#)

SetID: 11000 Customer: NEXT Customer Name

**Customer Bill To Options** Find View All First 1 of 1 Last

Effective Date: 02/04/2004 Status: Active

**Responsibilities**

Credit Analyst: CREDIT Collector: COLLECT

Bill Inquiry Phone: 701-329-2880 Billing Specialist: Billing Authority:

**Billing Options**

☒ Direct Invoicing ☐ Prompt for Billing Currency

\*Freight Bill Type: Shipping Bill Type: MISC

Billing Cycle Identifier: MONTHLY

Invoice Form: STANDARD

Bill By Identifier:

AR Distribution Code: AR

**Billing Consolidation Data**

Consolidation Key:

SetID: Customer ID:

**Purchasing Option**

☐ Purchase Order Required

**Blanket Purchase Orders**

PO Number:

Start Date:

End Date:

**InterUnit Billing**


☒ InterUnit Customer General Ledger Unit: 80100

[General Info](#) [Bill To Selection](#) [Payment Options](#) [Write-Off Info](#)

Start Billing-Generating... General Inform... Customers Create a New Cu... 1:20 PM

- Click the InterUnit Customer checkbox and enter the GL Business Unit only if this customer is an InterUnit / IntraUnit Customer.
- Click the 'Address' tab.

- Check boxes for 'Bill To' ('Ship To', 'Sold To' if this customer is a State Agency) as well as the corresponding primary box.
  - This depends on the Roles selected on the 'General Information' page.
  - Each role must have a primary address defined.
- Enter the appropriate Address Description.
- Enter the appropriate Address (Address Line 1, City, State, Postal)

Note: Customers can have multiple address locations by clicking the   add icon and adding the new information.

- Click on the 'Miscellaneous General Information' tab



General Information - Microsoft Internet Explorer

Address: https://www.connectnd.us/jsp/html/PSMT/EMPLOYEE/EMP/MAINTAIN\_CUSTOMERS.CUSTOMER\_GENERAL\_ASL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

[Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Address](#) | [Miscellaneous General Info](#)

SetID: 11000 Customer: NEXT Customer Name

Web URL:  [Website URL](#)

Stock Symbol:  [Stock Symbol](#)

Currency Detail

Currency Code:  Rate Type:

Support Teams [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Support Team Code	Default
TEAM	<input checked="" type="checkbox"/>

[General Info](#)

[Save](#) [Notify](#) [Add](#) [Update/Deploy](#) [Include History](#) [Cancel History](#)

[General Info](#) | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Address](#) | [Miscellaneous General Info](#)

Start | Billing-Generating ... | General Inform... | Customers | Create a New Cus... | 1:25 PM

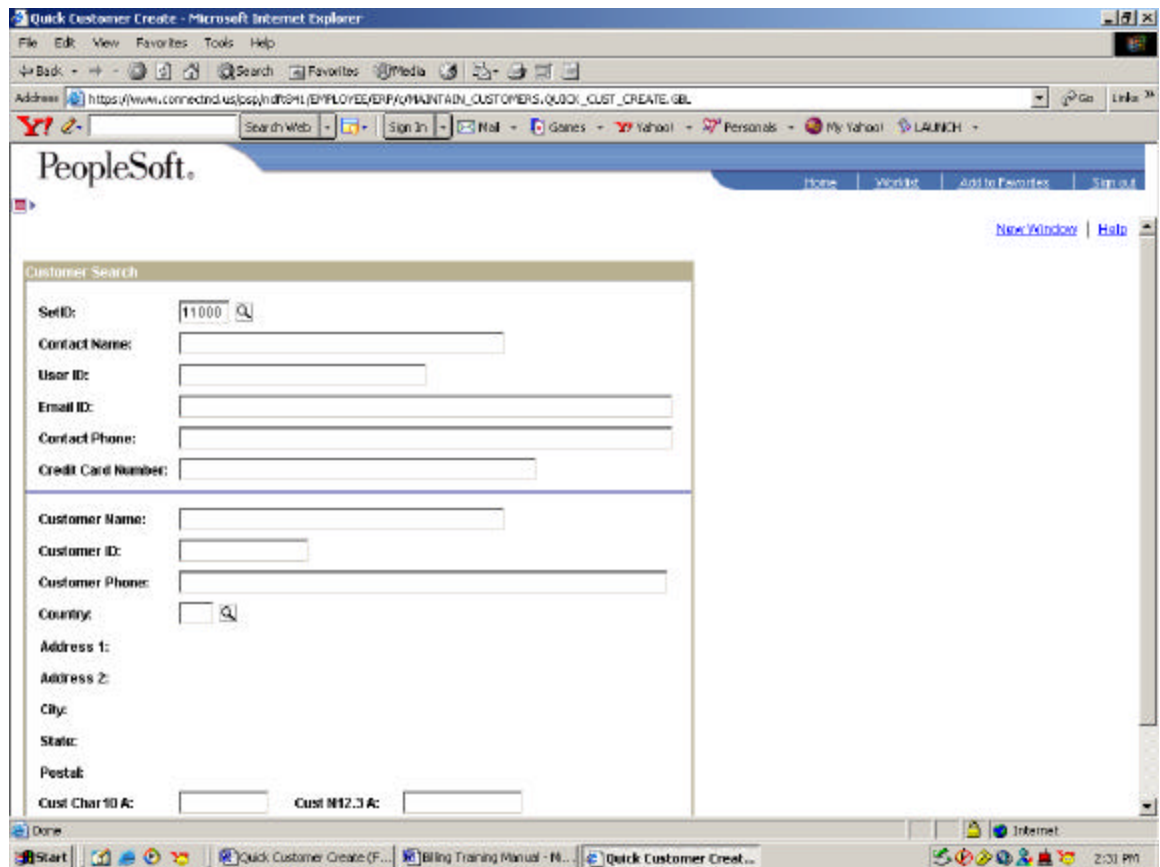
- Currency Code: USD.
- Rate Type: CRRNT.
- Support Team Code: TEAM
  - Check the default checkbox.
- Click [Save](#).

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft General Information form for a customer. The address bar shows the URL: [https://www.connectnd.us/ps/jsp/HR/HR/EMPLOYEE/HRFA/MAINTAIN\\_CUSTOMERS/CUSTOMER\\_GENERAL.GBL](https://www.connectnd.us/ps/jsp/HR/HR/EMPLOYEE/HRFA/MAINTAIN_CUSTOMERS/CUSTOMER_GENERAL.GBL). The PeopleSoft logo is at the top left, and navigation links like Home, Worklist, Add to Favorites, and Sign out are at the top right. The form has tabs for Bill To Options, Ship To Options, Sold To Options, Address, and Miscellaneous General Info. The Address tab is active, showing fields for SetID (11000), Customer (MB\_1000029), and Customer Name. Below these are fields for Web URL and Stock Symbol, each with a link to its respective page. A Currency Detail section shows Currency Code (USD) and Rate Type (CRRNT). A Support Teams section shows a table with columns for Support Team Code and Default, with a row for TEAM. At the bottom, there are buttons for Save, Notify, Add, Update/Display, Include History, and Cancel History. The taskbar at the bottom shows the Start button and several open applications, including Billing-Generating, General Inform..., Customers, and Create a New Cus... The system clock shows 1:05 PM.

Note: Once saved all customer information is validated. Also, auto numbering will take affect and define a customer id for the new customer.

## Quick Customer Create

Customers > Customer Information > Quick Customer Create



Note: This page allows you to search for customers based on Address, Contact Name or Customer ID / Name. You can drill down to see customer information on returned results.

You can also create new customers; however, need to have a customer as a template for many of the default values. Once created, you can go into Customer General hyperlink and change information.

- Click on the [Create New Customer / Contact](#) hyperlink on the bottom of the page to add a new customer.

Quick Customer Create - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/jsp/nd/PSMT/EMPLOYEE/HRFX/MAINTAIN\_CUSTOMERS.QUICK\_CUST\_CREATE.GBL

PeopleSoft.

Create New Customer/Contact

SetID: 11000 Template Customer:

Enter Contact Information:

Name: 11000 ☒ Create Contact [Add User](#)

Email ID:

Telephone: ☐ Business Phone ☐ Home Phone Extension:

[Add Credit Card Information](#)

Enter Customer Information:

Customer Name: 11000 ☒ Create Customer

Customer ID: Leave Customer ID blank to have system assign value.

Cust Char10 Ac: Cust N12.3 Ac:

Address Description:

Country: ☐ [Country](#)

Address 1:

Address 2:

Address 3:

City:

Country: Postal:

Done

Start Quick Customer Create (F... Billing Training Manual - H... Quick Customer Creat...

2:33 PM

- Complete the 'Enter Contact Information' section of the page if you want to create a new Contact ID and attach it to this Customer.
  - Name
  - Email
  - Phone
- Uncheck the ☒ **Create Contact** box if you do not want to create a new Contact ID to attach to this new Customer.

Quick Customer Create - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/ps/hd/PSMT/EMPLOYEE/HRFX/MAINTAIN\_CUSTOMERS.QUICK\_CUST\_CREATE.GBL

Search Web Sign In Mail Games Yahoo! Personals My Yahoo! LAUNCH

PeopleSoft.

Home World Add to Favorites Sign Out

**Enter Contact Information:**

Name:  ☐ Create Contact [Add User](#)

Email ID:

Telephone:  ☒ Business Phone ☐ Home Phone  Extension:

[Add Credit Card Information](#)

**Enter Customer Information:**

\*Customer Name:  ☒ Create Customer

Customer ID:  Leave Customer ID blank to have system assign value

Cust Char 10 A:  Cust N12.3 A:

\*Address Description:

Country:  USA  United States

Address 1:  Street Address

Address 2:

Address 3:


City:  San Francisco

County:  Postal:

State:  CA  California

[Return to Search](#) [Save New Customer Contact](#)

Start Quick Customer Create (F... Billing Training Manual - H... Quick Customer Crea... 2:36 PM

- Enter the appropriate Template Customer. Click  to search for Customer ID (if needed).

Quick Customer Create - Microsoft Internet Explorer

Address: https://www.connectnd.us/ps/hd/PSMT/EMPLOYEE/HRFX/MAINTAIN\_CUSTOMERS/QUICK\_CUST\_CREATE.GBL

PeopleSoft.

Create New Customer/Contact

SetID: 11000 Template Customer: WEB\_1000009

Enter Contact Information:

Name:  ☐ Create Contact [Add User](#)

Email ID:

Telephone:  Business Phone ☐ Home Phone  Extension:

[Add Credit Card Information](#)

Enter Customer Information:

Customer Name:  Name of Customer ☒ Create Customer

Customer ID:  Leave Customer ID blank to have system assign value.

Cust Char 10 Ac:  Cust N12.3 Ac:

Address Description:  Billing Address

Country:  USA  United States

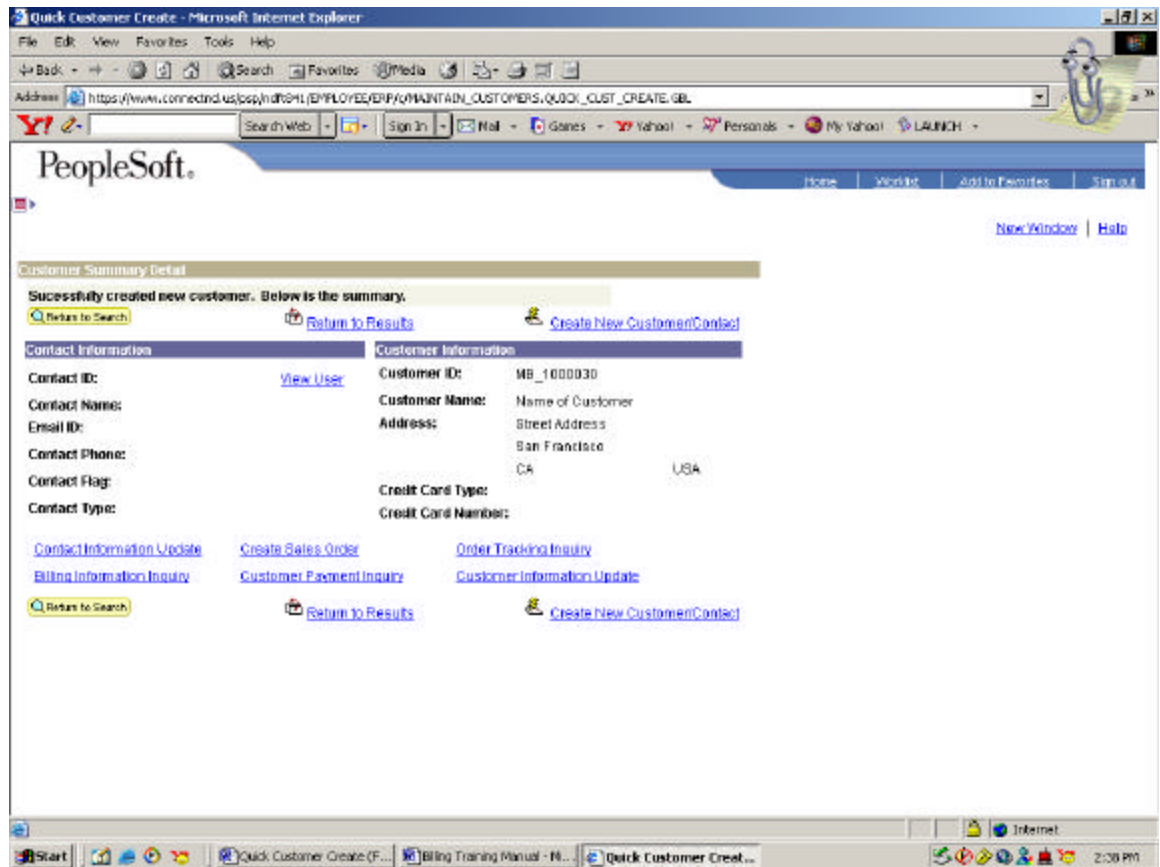
Address 1:  Street Address

Address 2:

Address 3:

City:  San Francisco

- Enter the appropriate Customer Name for the new customer being created
- Customer ID: Leave Customer ID blank to have system assign value.
- Address Description
  - Address Line 1
  - City
  - State
- Click Save New Customer/Contact



Note: The new customer and/or contact information are populated on the Customer Summary Details page.

- Click Create [New Customer / Contact hyperlink](#) to add another new customer.
- Click [Contact Information Update](#) hyperlink to view contact information for the contact that was just created. (If you check the box to create a Contact) You will be navigated to the 'Contact' page.
- Click [Customer Information Update](#) hyperlink to view customer information for the customer that was just created. (If you check the box) You will be navigated to the 'Customer General Info' page.
- Update Customer / Contact Information as necessary.



Quick Customer Create - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/ps/hdr041/EMPLOYEE/HRPP/MAINTAIN\_CUSTOMERS.QUICK\_CUST\_CREATE.GBL

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Home Worklist Add to Favorites Sign out

New Window Help

General Info Bill To Options Ship To Options Sold To Options Address Miscellaneous General Info

SetID: 11000 Customer: MB\_1000030

\*Customer Status: Active Level: Regular

\*Date Added: 02/04/2004 \*Since: 02/04/2004 \*Type: User 1

\*Name 1: Name of Customer \*Short Name: Name of Cu

Roles:

- ☒ Bill To Customer [Bill To Selection](#)
- ☒ Ship To Customer [Ship To Selection](#)
- ☐ Sold To Customer [Sold To Selection](#)
- ☐ Broker Customer
- ☐ Indirect Customer
- ☐ Grants Management Sponsor
- ☒ Correspondence Customer [Correspondence Selection](#)
- ☒ Remit From Customer [Remit From Selection](#)
- ☒ Corporate Customer [Corporate Selection](#)
- ☐ Consolidation Customer Consolidation Business Unit:

Go to: More

Save Return to Search Priority Add Auto Email Include History Consent History

General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info

Done

Start Quick Customer Create (F... Billing Training Manual - H... Quick Customer Creat...

2:42 PM

## Setting Up Customers for Refunds

Customers > Customer Information > General Information



General Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/ps/hdr041/EMPLOYEE/HRFX/MAINTAIN\_CUSTOMERS/CUSTOMER\_GENERAL.GBL

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[New Window](#) [Help](#)

**General Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

SetID: [dropdown] 11000

Customer ID: [dropdown] begins with MB\_1000030

Name 1: [dropdown] begins with

Telephone: [dropdown] begins with

City: [dropdown] begins with

State: [dropdown] begins with

Postal Code: [dropdown] begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) [Add a New Value](#)

Done

Start Billing Training Manual - M... General Information - ... Create a New Customer [...]

2:45 PM

- Enter the appropriate Business Unit is SetID.
- Enter the appropriate Customer ID.
- Click **Search**.

Quick Customer Create - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/ps/hdr041/EMPLOYEE/HRFX/MAINTAIN\_CUSTOMERS.QUICK\_CUST\_CREATE.GBL

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Home | Worklist | Add to Favorites | Sign out

New Window | Help

General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info

SetID: 11000 Customer: MB\_1000030

\*Customer Status: Active Level: Regular

\*Date Added: 02/04/2004 \*Since: 02/04/2004 \*Type: User 1

\*Name 1: Name of Customer \*Short Name: Name of Cu

Roles:

- ☒ Bill To Customer [Bill To Selection](#)
- ☒ Ship To Customer [Ship To Selection](#)
- ☐ Sold To Customer [Sold To Selection](#)
- ☐ Broker Customer
- ☐ Indirect Customer
- ☐ Grants Management Sponsor
- ☒ Correspondence Customer [Correspondence Selection](#)
- ☒ Remit From Customer [Remit From Selection](#)
- ☒ Corporate Customer [Corporate Selection](#)
- ☐ Consolidation Customer

Go to: More

0020 - Additional General Info  
0040 - Credit Profile  
0050 - Region Code Info  
0060 - Subcustomer Info  
0070 - Customer Group  
0080 - Tax Exempt Certificates  
0090 - VAT Info  
0100 - Notes  
0110 - Attachments  
0120 - Messages

Save | Return to Search | Priority | Add | Auto Forward | Include History | Do not History

General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info

Start | Quick Customer Create (F...) | Billing Training Manual - H... | Quick Customer Creat... | 2:43 PM

- Select the 'Additional General Options' from the drop down list on the 'General Info' page.

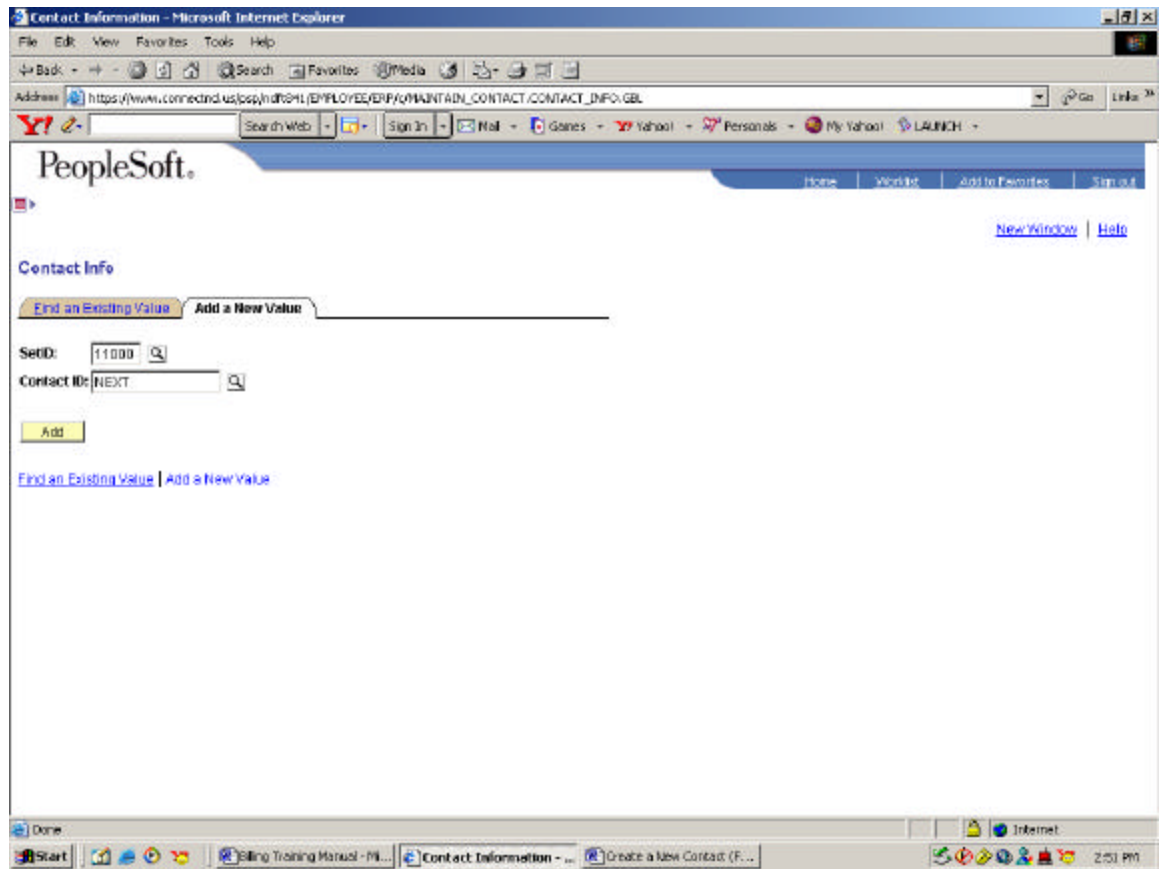
- Enter the appropriate Vendor information:
  - SetID: SHARE
  - Vendor ID: Enter Vendor Information tied to this customer that will be used for refund processing.



Note: You can only tie one vendor to one customer.

- Click 

## Creating Customer Contacts

Customers > Contact Information > Add a New Value



- Contacts are defined using Business Unit as the Setid. To see a list of value values, click .
- If you are adding a new contact, you may enter this code manually or use the Automatic Numbering page to have the system automatically assign the next sequential Contact ID.
- Click .

**Contact Information - Microsoft Internet Explorer**

Address: [https://www.connectnd.us/jsp/html/PSMT/EMPLOYEE/HRPA/MAINTAIN\\_CONTACT/CONTACT\\_INFO.GBL](https://www.connectnd.us/jsp/html/PSMT/EMPLOYEE/HRPA/MAINTAIN_CONTACT/CONTACT_INFO.GBL)

**PeopleSoft.**

**Contact**

SetID: 11000      Contact ID: NEXT

**Contact Information**      End | View All      First | Previous | Next | Last

Effective Date: 02/04/2004      \*Status: Active

Name: Mr. Jones      \*Contact Flag: External

Title: Customer Contact Representative      External Contact

Email ID: mjones@shoo.com

Salutation Code:      Salutation:      Preferred Communications: Call      Language Code: English


Person ID:

[Contact Customer Information](#)      [Contact Phone and Type](#)      [User Profile](#)

Save      History      Add      Update/Display      Include History      Correct History

Done      Start      Billing Training Manual - M...      Contact Information - ...      Create a New Contact (F...      2:53 PM

- Complete the 'Contact Info' page for the new Contact.
- Name.
- Title (Optional).
- Email ID (Optional).
- Click the [Contact Phone and Type](#) hyperlink to enter Phone numbers for this contact person.

- Phone Type: To see a list of value values, click .
- Phone Number.

Note: You can add multiple phone numbers for the contact on this page.

- Click the [Contact Customer Information](#) hyperlink to link this contact person to a customer.

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

**Contact Customer**

SetID: 11000    Contact ID: NEXT    Mr. Jones    Effective Date: 02/04/2004

[Link Contact to Customer](#)    [Customers](#) | [Find](#) | [view All](#)    First | 1 | 4 | Last

Customer SetID	Customer ID	Customer Name	Location	Additional Info	Primary Bill To	Primary Ship To	Primary Sold To
11000	MB_10000	Name of Customer	1	Billing Address	<a href="#">Additional Info</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Contact Information](#)    [Contact Phone and Type](#)    [User Profile](#)

[Save](#)    [Add](#)    [Update/Display](#)    [Include History](#)    [Connect History](#)

- Customer SetID: Select the appropriate Business Unit. To see a list of value values, click
- Customer ID: Select the appropriate Customer ID. To see a list of value values, click
- Location: Select the appropriate Location for this Customer. The Location is based on customer address. To see a list of value values, click

Note: You can add multiple Customers to a Contact through this page.

- Click



Microsoft Internet Explorer - Contact Information

Address: https://www.connectnd.us/ssi/hrd/HRM/EMPLOYEE/HRF/MAINTAIN\_CONTACT/CONTACT\_INFO.GBL

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[New Window](#) | [Help](#)

**Contact Customer**

SetID: 11000    Contact ID: MB\_1000015    Mr. Jones    Effective Date: 02/04/2004

[Link Contact to Customer](#)    [Customers](#) | [Find](#) | [view All](#)    First | 1 | 4 | Last

Customer SetID	Customer ID	Customer Name	Location	Additional Info	Primary Bill To	Primary Ship To	Primary Sold To
11000	MB_1000030	Name of Customer	1	Billing Address	<a href="#">Additional Info</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Contact Information](#)    [Contact Phone and Type](#)    [User Profile](#)





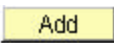
[Save](#)    [New](#)    [Add](#)    [Update/Display](#)    [Include History](#)    [Cancel History](#)

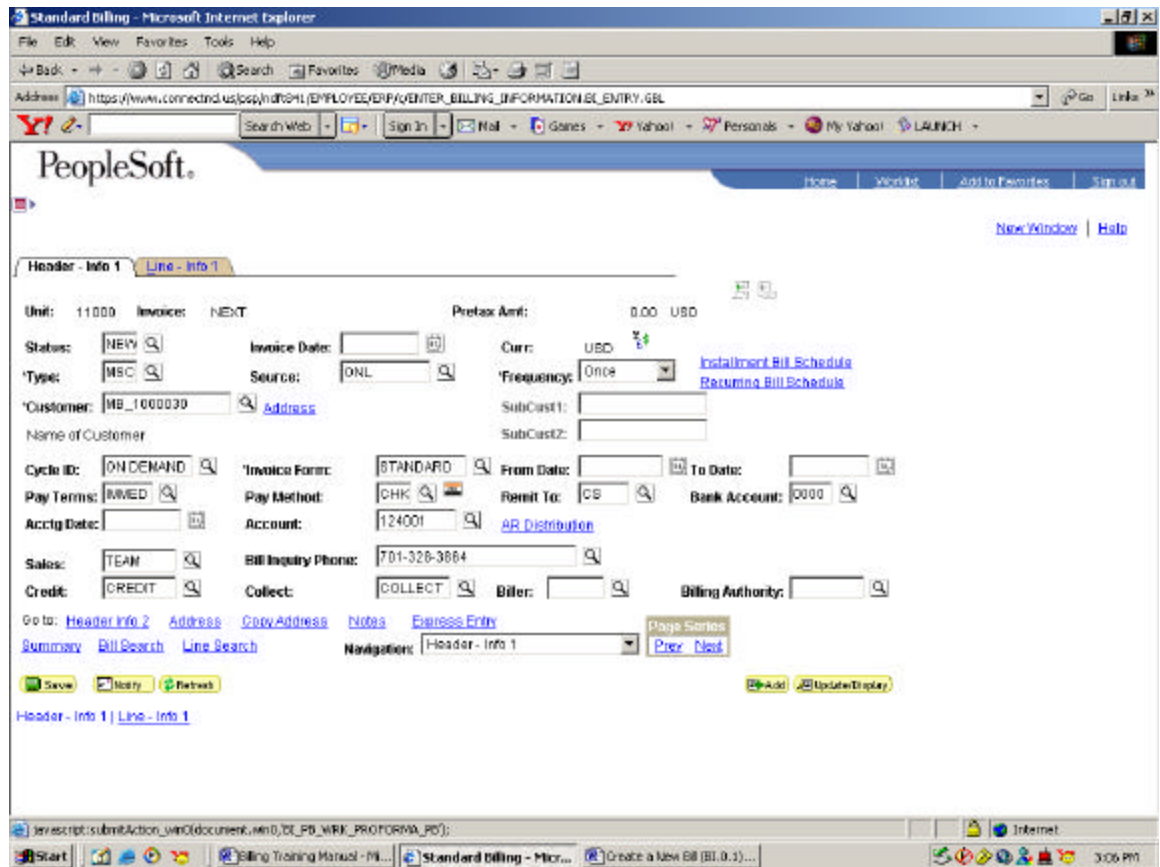
Done    Start    Billing Training Manual - M...    Contact Information - ...    Create a New Contact (F...    3:00 PM


## Creating Bills



Billing > Maintain Bills > Standard Billing > Add a New Value





- Enter the appropriate Business Unit. To see a list of value values, click .
- Enter the appropriate Invoice, or leave 'NEXT' for auto-numbering by the system.
- Enter the appropriate Bill Type. To see a list of value values, click .
- Enter the appropriate Bill Source. To see a list of value values, click .
- Enter the appropriate Customer. To see a list of value values, click .
- Click .



- Note: Most of the Information on this page will default from either the Business Unit Options, Bill Type Options, Bill Source Options or Customer setup. However you can change any information that is needed from the default to a new value. To see a list of value values, click .
- Status should remain 'New' until the bill is ready to be invoiced. At that time, the status is changed to 'RDY'.
- Invoice Date: Select the date you want to appear on the bill. If you specify a value that falls within an accounting period currently closed in PeopleSoft General Ledger, the system issues a warning. If blank, the system will use the date in which the bill was finalized through processing.
- Accounting Date: Date used for GL purposes. If blank, the system will use the date in which the bill was finalized through processing.
- Bill Type: Represents the category of the product or service being billed.
- Bill Cycle: Associates a billing cycle (monthly, on-demand, quarterly, etc.) with a bill.

- Bill Source: Indicates where the billing activity came from, such as online input.
- **Pay Terms: The agreement with your customer defining how and when you expect to be paid. To see a list of value values, click .**
- Pay Method: The type of payment to be made: cash, credit card, check, etc.
- Frequency: Once. Frequency indicates how often an event, such as invoicing, occurs. Should remain 'once' unless this is a Recurring Bill.
- Invoice Form: The invoice format to be used for this invoice. Use STANDARD.
- **Remit To / Bank Account: Determines Bank to which your customer will remit payment. To see a list of value values, click .**
- Account: Represents the default AR account from the AR distribution code. Click on the 'AR Distribution hyperlink' to update Chartfields defaults.
- Bill Inquiry Phone: The number your customers may call if they have questions about their bill.
- Click on the [Address](#) hyperlink next to the Customer ID.

Note: The Contact person tied to this customer defaults in the Attention To field. To pick another contact person tied to this customer – if customer has multiple contacts setup, click  to see a list of valid values.

The Location address defaults to the 'primary' bill to address defined for the Customer during Customer setup. To pick another address tied to this customer – if customer has multiple bill to addresses setup, click  to see a list of valid values.

- Click on the Line – Info 1 tab.

Standard Billing - Microsoft Internet Explorer

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New Window Help

Header - Info 1 Line - Info 1

Unit: 11000 Bill To: MB\_1000030 Pretax Amt: 0.00 USD

Invoice: NEXT Name of Customer Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Net Extended
1	1			0.00

Qty: Line Type: REV Accumulate

UOM: From Date: Through Date:

Unit Price: Tax Code: Tax Exempt

Gross Extended: Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 0.00

VAT Amount: 0.00

Tax Amount: 0.00



Net Plus Tax: 0.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry

Summary Bill Search Line Search

Navigation: Line - Info 1 Page Series Prev Next

Start Billing Training Manual - P... Standard Billing - Micro... Create a New Bill (BI.0.1)... 3:13 PM

- If Billing Charge Codes are setup for your Business Unit:
  - Click the Table  for each bill line item and select ID.
  - Click the Identifier  to pick a valid charge code.

Standard Billing - Microsoft Internet Explorer

Address: https://www.connectnd.us/ps/portal/EMPLOYEE/EMP/ENTER\_BILLING\_INFORMATION/GE\_ENTRY.GBL

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Header - Info 1 Line - Info 1

Unit: 11000 Bill To: MB\_1000030 Pretax Amt: 0.00 USD

Invoice: NEXT Name of Customer Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Net Extended
1		ID	LUGGAGE TAGS	0.00

Qty: Line Type: REV Accumulate

UOM: EA From Date: Through Date:

Unit Price: 1.1600 Tax Code: Tax Exempt

Gross Extended: Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 0.000

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 0.000

Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry

Summary Bill Search Line Search

Navigation: Line - Info 1

Page Series

Prev Next



Done

Start Billing Training Manual - M... Standard Billing Standard Billing - Microsoft Internet Explorer

3:38 PM

Note: Revenue Distribution, Unit Price and Unit of Measure (UOM) default from the Charge Code setup. You can update these fields as needed.

- Enter the appropriate Quantity and make sure that the Gross Extended amount populates.
- You can instead of defining quantity and price per unit, just populate the Gross Extended amount with the Billable Amount.

Note: You can enter as many lines as necessary for this customer. Add lines by clicking the add icon. Delete rows by clicking the minus icon.  

- Add another Bill line by clicking the add icon .



Standard Billing - Microsoft Internet Explorer

Address: https://www.connectnd.us/ps/nd/PSNT/EMPLOYEE/ENTER\_BILLING\_INFORMATION/GE\_ENTRY.GBL

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Header - Info 1 Line - Info 1

Unit: 11000 Bill To: MB\_1000030 Pretax Amt: 116.00 USD

Invoice: NEXT Name of Customer Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Net Extended
3				0.00

Line Type: REV Accumulate ☒ From Date: Through Date: Tax Code: Exempt Cert:

Less Discount: 0.00 Plus Surcharge: 0.00 Net Extended: 0.00 VAT Amount: 0.00 Tax Amount: 0.00 Net Plus Tax: 0.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry Summary Bill Search Line Search

Navigation: Line - Info 1

3:28 PM

- If your Business Unit does not have predefined Charge Codes setup, you can type in a billable item in the identifier field and the price in the Gross Extended field.

Standard Billing - Microsoft Internet Explorer

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New Window Help

Header - Info 1 Line - Info 1

Unit: 11000 Bill To: MB\_1000030 Pretax Amt: 5,116.00 USD

Invoice: NEXT Name of Customer Max Rows: 5

Bill Line

Seq	Line	Table	Identifier	Net Extended
3	1	BILLABLE ITEM		5,000.00

Qty: 1.0000 Line Type: REV Accumulate ☒

UOM: From Date: Through Date:

Unit Price: 5,000.0000 Tax Code: Tax Exempt ☐

Gross Extended: 5,000.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 5,000.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 5,000.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Line - Info 1 [Prev](#) [Next](#)

Page Series

Start Billing Training Manual - M... Standard Billing - Micro... Create a New Bill (BI.0.1)... 3:30 PM

Note: If an identifier was typed you must enter valid Revenue Chartfield combinations (Account, DeptID, Fund, etc.) on the 'Acctg-Rev Distribution' page.

- Click the [Accounting](#) hyperlink.

Standard Billing - Microsoft Internet Explorer

Address: https://www.connectnd.us/ps/nd/PSMT/EMPLOYEE/ENTER\_BILLING\_INFORMATION/GE\_ENTRY.GBL

PeopleSoft.

Unit: 11000 Bill To: MB\_1000030 Protax Amt: 5,116.00 USD

Invoice: NEXT Name of Customer: Max Rows: 5

Seq	Line Identifier	Description	Net Extended
3	BILLABLE ITEM		5,000.00

BI Creates GL Acct Entries

Code	Account	Oper Unit	Fund	DeptID	Program	Class	Project	Percentage	Amount

Percent: 0.00 Amount: 0.00 Gross Extended: 5,000.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Chargeback](#) [Notes](#) [Express Entry](#)


[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: [Acctg - Rev Distribution](#) [Print](#) [Exit](#)

[Save](#) [New](#) [Refresh](#)

[Header - Info 1](#) [Line - Info 1](#) [Acctg - Rev Distribution](#)

Note: Each billable line must have the Revenue distribution defined. Please make sure the page is populated for every bill line. You can add multiple lines distributing the total amount to different Chartfield combinations. However, the total must be equal to the Gross Extended on the 'Line Info 1' page. Make sure that if you have multiple lines on the bill, the Revenue information and distribution is being applied to the appropriate bill line. In addition, each bill line Revenue distribution can have only ONE Fund. Different bill lines can have different funds.

- You can pick from the distribution codes setup for your business unit, or enter the information in the appropriate fields. To see a list of value values, click .

Standard Billing - Microsoft Internet Explorer

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New Window Help

To 1 Acctg - Rev Distribution

Bill To: M9\_1000000 Pretax Amt: 5,116.00 USD

Name of Customer Max Rows: 5

Item	Description	Net Extended
FILE ITEM		5,000.00

Customize (Find View All) First 1 of 1 Last

Account	Oper Unit	Fund	Descr	Program	Class	Project	Percentage	Amount	Budget Date
431015	110	000					100.00	5000.00	

Amount: 5,000.00 Gross Extended: 5,000.00

Accounting Discount/Surcharge Notes Express Entry Page Setup

Navigation: Acctg - Rev Distribution Prev Next

Acctg - Rev Distribution

Start Billing Training Manual - M... Standard Billing - Micro... Create a New Bill (BI.0.1)...

3:35 PM

- If a bill line has multiple revenue distribution lines, click the add icon to add a new row and populate with appropriate chartfield information. (Optional)

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New Window Help

Line - Info 1 Acctg - Rev Distribution

Bill To: MB\_1000030 Protax Amt: 1,160.00 USD

Name of Customer Max Rows: 5

Identifier	Description	Not Extended
LUGGAGE TAGS	Luggage Tags	1,160.00

Not Entries

ation - Revenue Customize Find View All First 1-2 of 2 Last

Account	Oper Unit	Fund	DeptID	Program	Class	Project	Percentage	Amount	Du
412010							50.00	580.00	
420045							50.00	580.00	
00.00	Amount:	1,160.00	Gross Extended:	1,160.00					

Tax Accounting Discount/Surcharge Notes Express Entry

Search Line Search Navigation: Acctg - Rev Distribution Page Series Print Next

Refresh

Line - Info 1 | Acctg - Rev Distribution

Start Billing Training Manual - ... Create a New Bill (BLD.1. ... Nagori R Khannepur - ... Standard Billing - Mic... 5:05 PM

- Click the [Discount / Surcharge](#) hyperlink to add discount or surcharge (tax) information by bill line. (Optional)

**Standard Billing - Microsoft Internet Explorer**

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**PeopleSoft.**

**Header - Info 1** **Line - Info 1** **Disc/Surcharge**

Unit: 11000 Bill To: MB\_1000030 Pretax Amt: 1,160.00 USD  
Invoice: NEXT Name of Customer: Max Rows: 5

Seq	Line	Identifier	Description	Not Extended
1		LU0040E TA08	Luggage Tags	1,160.00

**Discount/Surcharge Level**

Level: 1  
Lvl Disc: 0.000  
Lvl Surch: 0.000  
Subtotal: 1,160.000

**Discount/Surcharge Detail**

☒ Discount ☐ Surcharge [Disc/Surcharge Distribution](#)

ID:  Account:   
Description:   
Pct:  Amt:

**Discount/Surcharge Totals**

Unit: 1,160.00  
Gross: 1,160.00  
Discount: 0.00  
Surcharge: 0.00  
Net: 1,160.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Disc/Surcharge [Print](#) [Next](#)

Save Notify Refresh Add Update/Display

- Enter Level Information. Start at 1 and auto sequence if you add additional lines.
- Either select a valid discount / surcharge ID from the list, or type in a discount for the Identifier being billed. To see a list of value values, click
- Enter Description, Pct or Amount (of the discount).
- Click the [Disc/Surcharge Distribution](#) hyperlink to enter Accounting distribution Information.
- If a discount/surcharge ID was selected from the drop down list, the Discount/Surcharge distribution code (default Chartfields) will be populated in the Account field.
- However, if a discount/surcharge was typed you must enter valid Discount/Surcharge Chartfield combinations (Account, DeptID, Fund, etc.) on the Disc/Surcharge Distribution hyperlink page. You can pick from the distribution codes setup, or enter the information in the appropriate fields. To see a list of value values, click .



Note: Make sure that if you have multiple lines on the bill, the discount/surcharge is being applied to the appropriate bill line.

- Click down on the Navigation drop down list and choose Line– Project. (Optional).
- Populate this page if you want billing revenue to feed PeopleSoft Projects.

Standard Billing - Microsoft Internet Explorer

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Address [https://www.comedind.us/cgi-bin/EMPL/EE/EMP/ENTER\\_BILLING\\_INFORMATION\\_SE\\_ENTRY\\_GEL](https://www.comedind.us/cgi-bin/EMPL/EE/EMP/ENTER_BILLING_INFORMATION_SE_ENTRY_GEL) Go Link

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New Window Help

Header Info 1 Line Info 1 Discount Surcharge

Unit: 11000 Bill To: MB\_1000030 Prefix Amt: 1,100.00 USD

Invoice: NEXT Name of Customer Max Rows: 5

Bill Line Find View All First 1 of 1 Last

Seq	Line	Identifier	Description	Not Extended
1		LU0040E TA0S	Luggage Tags	1,160.00

Discount Surcharge Level Find View All First 1 of 1 Last

Level	Unit	Amount
1	1.1600	

Level: 1 Lvl Disc: 0.000 Lvl Surch: 0.000 Subtotal: 1,160.000

Discount Surcharge Detail Find View All First 1 of 1 Last

Discount Surcharge Distribution

ID: Account: Description: Pct: Amt:

Discount

Header - Order Info  
Header - Project Info  
Header - Service Info  
Line - Info 1  
Line - Info 2  
Line - Misc Info  
Line - Note  
Line - Order Info  
Line - Project Info  
Line - Service Info  
Line - Tax Info

Discount

0.00  
0.00  
1,160.00

Go to: Line Info 2 Tax Accounting Discount Surcharge Notes Summary Bill Search Line Search Navigation: Discount Surcharge Page Series Print Next

Save Notify Refresh Add Update Display

Start Billing Training Manual - M... Create a New Bill (S.O.I...) Standard Billing - Mic... 5:10 PM

- Click on the Project button to populate PeopleSoft Projects Information. This information will be fed to PeopleSoft Accounts Receivable which will in turn feed 'REV' analysis types with the associated billing line revenue amount to the selected Project ID / Activity ID.



Standard Billing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/ps/hdr001/EMPLOYEE/EMP/ENTER\_BILLING\_INFORMATION/GE\_ENTRY.GBL

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New Window | Help

Header - Info 1 | Line - Info 1 | **Line - Proj Info**

Unit: 11000 Bill To: NR\_1000030 Prefix Amt: 1,160.00 USD

Invoice: NEXT Name of Customer: Max Rows: 5

Seq	Line	Table	Identifier	Description	Net Extended
1	ID	LUGGAGE TAGS	Luggage Tags		1,160.00

Projects Project Info Resource ID:

Start Date: End Date: Activity Type: Analysis Type: EnplID:

System Source: CA Bus. Unit: Contract: Billing Plan ID: BP Line: Occurrence: PPDAAddSeq:

Go to: Line Info 2 | Tax | Accounting | Discount/Charge | Notes | Express Entry

Summary | Bill Search | Line Search

Navigation: Line - Project Info

Save | Notify | Refresh | Print | Update/Display

Header - Info 1 | Line - Info 1 | Line - Proj Info

JavaScript: submitAction\_win(document,win0,DL\_PB\_WK\_PROFORMA\_PD);

Start | Billing Training Manual - M... | Create a New Bill (GE 0.1)... | Standard Billing - Micr... | 5:30 PM

- Enter the appropriate Projects Business Unit.
- Enter the appropriate Project ID.
- Enter the appropriate Activity ID.
- Enter the appropriate Resource Type (Optional).
- Enter the appropriate Resource Category (Optional).
- Enter the appropriate Resource SubCategory (Optional).

Standard Billing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/ps/nd/PSMT/EMPLOYEE/EMP/ENTER\_BILLING\_INFORMATION/GE\_ENTRY.GBL

Search Web Sign In Mail Games Yahoo! Personals My Yahoo! LAUNCH

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Projects Information

PC Business Unit: 11000

Project: NKTEST

Activity ID: 00000000000001

Resource Type:


Resource Category:

Resource SubCategory:

OK Cancel Refresh

Done

Start Billing Training Manual - M... Create a New Bill (Std.O.I)... Standard Billing - Mic... 5:23 PM

- Click **OK**.
- Click down on the Navigation drop down list and choose Header – Note. (Optional).
- Populate this page to have a header note printed on this specific invoice. Either type in the note in the Note Text field, or pick a predefined Std note from the list. . To see a list of value values, click .

Standard Billing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/ps/hdr04/EMPLOYEE/EMP/ENTER\_BILLING\_INFORMATION\_GL\_ENTRY.GBL

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PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Header - Info 1 Line - Info 1 Line - Proj Info

Unit: 11000 Bill To: MB\_1000030 Pretax Amt: 1,160.00 USD

Invoices: NEXT Name of Customer Max Rows: 5

Seq	Line	Table	Identifier	Description	Net Extended
1		ID	LUGGAGE TAGS	Luggage Tags	1,160.00

Projects Project Info Resource ID:

Start Date: End Date: Activity Type: Analysis Type: EnplID:

System Source: CA Bus. Unit: Contract: Billing Plan ID: BP Line: Occurrence: PPDAddSeq:

Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry

Summary Bill Search Line Search

Save Notify Refresh

Header - Info 1 | Line - Info 1 | Line - Proj Info

Navigation: Line - Project Info Disc Surcharge Disc Surcharge Distribution Disc Surcharge Deferred Header - AR Distribution Header - Info 1 Header - Misc Info Header - Notes Header - Order Info Header - Project Info Header - Service Info

Page Series Prev Next


Print Update/Display

Done

Start Billing Training Manual - M... Create Billing - Mic...

Internet 5:25 PM

- Type in any relevant invoice notes in the Note Text box.

- Click down on the Navigation drop down list and choose Line– Note. (Optional).
- Populate this page to have a line note printed on this specific invoice. Either type in the note in the Note Text field, or pick a predefined Std note from the list. . To see a list of value values, click .

Standard Billing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/ps/portal/EMPLOYEE/EMP/ENTER\_BILLING\_INFORMATION/GE\_ENTRY.GBL

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PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Header - Info 1 Line - Info 1 Header - Note

Unit: 11000 Bill To: MB\_1000030 Pretax Amt: 1,160.00 USD  
Invoice: NEXT Name of Customer: Customer Notes

Bill Header Notes Find | View All First 1 of 1 Last

☐ Standard Note Flag Std Note:   
☐ Internal Only Flag Note Type:

Note Text:  
Thank You

Go to: Header Info 2 Address Copy Address Notes Business Entry

Summary Bill Search Line Search

Save Notify Refresh

Header - Info 1 | Line - Info 1 | Header - Note

Navigation: Header - Note  
Header - Order Info  
Header - Project Info  
Header - Service Info  
Line - Info 1  
Line - Info 2  
Line - Misc Info  
Line - Note  
Line - Order Info  
Line - Project Info  
Line - Service Info

Page Series Print Close

Add Update/Display

Start Billing Training Manual - M... Create a New Bill (GE.O.I)... Standard Billing - Mic... 5:25 PM

- Type in any relevant line notes in the Note Text box.

Note: Make sure that if you have multiple lines on the bill, the line note is being applied to the appropriate bill line.

- Click  .

Standard Billing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/bsp/hdr041/EMPLOYEE/EMP/ENTER\_BILLING\_INFORMATION/GE\_ENTRY.GBL

Search Web Sign In Mail Games Yahoo! Personals My Yahoo! LAUNCH

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Header - Info 1 Line - Info 1 Line - Note

Unit: 11000 Bill To: MB\_1000030 Pretax Amt: 1,160.00 USD  
Invoice: MB0000000253 Name of Customer: Max Rows: 5

Seq	Line	Identifier	Description	Net Extended
1		LUGGAGE TAGS	Luggage Tags	1,160.00

Bill Line Note

Standard Note Flag: ☐ Std Note:   
Internal Only Flag: ☐ Note Type: CUSTNOTE  
Note Text: Enjoy!

Go to: Line Info 2 Tax Accounting Discount/Burcharge Notes Express Entry  
Summary Bill Search Line Search Navigation: Line - Note Page Series Prev Next  
Save Modify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note

Start Billing Training Manual - M... Create a New Bill (GE 0.1)... Standard Billing - Mic... 5:28 PM

Note: Once saved all invoice information is validated. Also, auto numbering will take affect and define an invoice id for the customer.



Standard Billing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/jsp/ndb241/EMPLOYEE/DPFY/ENTER\_BILLING\_INFORMATION/GE\_ENTRY.GEL

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**PeopleSoft.** Home Worklist Add to Favorites Sign Out

[New Window](#) [Help](#)

**Header - Info 1** [Line - Info 1](#)

Unit: 11000 Invoice: MB0000000253 Prefix Amt: 1,150.00 USD

Status:  Invoice Date:  Curr: USD [Installation Bill Schedule](#)  
 Type:  Source:  Frequency:  [Recurring Bill Schedule](#)

\*Customer: MB\_1000039 [Address](#) SubCust1:   
 Name of Customer SubCust2:

Cycle ID:  Invoice Form:  From Date:  To Date:   
 Pay Terms:  Pay Method:  Remit To:  Bank Account:   
 Acctg Date:  Account:  [AR Distribution](#)

Sales:  Bill Inquiry Phone:   
 Credit:  Collect:  Biller:  Billing Authority:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#) [Page Series](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation:  [Prev](#) [Next](#)

[Header - Info 1](#) | [Line - Info 1](#)

Done

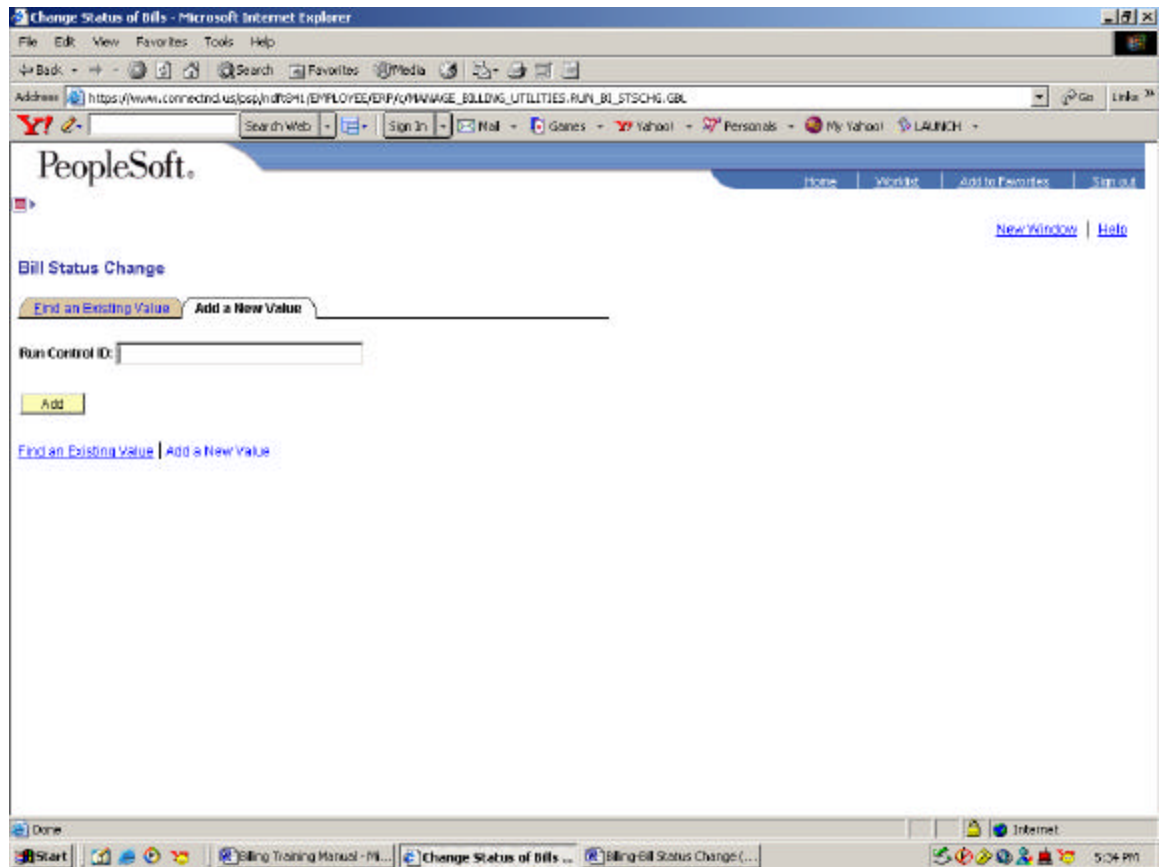
Start Billing Training Manual - M... Create a New Bill (GE 0.1)... Standard Billing - Mic... 5:28 PM

- Once the bill is ready to be invoiced, manually change the Status from New to RDY. (This can also be accomplished through the Change Status of Bills process)

- Click 

## Change Status of Bills

Billing > Maintain Bills > Change Status of Bills



- Enter your Run Control ID.
- If you do not remember your Run Control ID, Click **Search**.
- If you want to add a new Run Control ID, click on the [Add a New Value](#) hyperlink.

Change Status of Bills - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/ps/hdr001/EMPLOYEE/EMP/MANAGE\_BILLING\_UTILITIES.RUN\_BI\_STSCHG.GBL

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Status Change

Run Control ID: statuschange Report Manager Process Monitor Run

Language: English

From Status

☒ New ☐ Ready

☐ Hold ☐ Canceled

☐ Pending

To Status

New Bill Status: Ready Bill

Range Selection

☒ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Start Add ☐ Bill Type

☐ Range ID ☐ Bill Source

☐ Copy Group ID

☐ Include Consolidation Group



Business Unit: 11000

Save Notify Add Update/Display

Done

Start Billing Training Manual - M... Change Status of Bills ... Billing-Bill Status Change (...)

5:35 PM

- From Status: New.
- To Status: Ready Bill
- Specify the Range Selection criteria that you want:
  - All
  - Bill Cycle
  - Start Add
  - Range ID
  - Invoice ID
  - Cust ID
  - Bill Type
  - Bill Source
- Click .
- Click .

Change Status of Bills - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/ps/hdr001/EMPLOYEE/EMP/MAIN/MANAGE\_BILLING\_UTILITIES.RUN\_BI\_STSCHG.GBL

Search Web Sign In Mail Games Yahoo! Personals My Yahoo! LAUNCH

PeopleSoft

Home Worklist Add to Favorites Sign out

New Window Help

Process Scheduler Request

User ID: nkhamneipur Run Control ID: status change

Server Name: PSNT Run Date: 02/04/2004

Recurrence: Run Time: 5:35:23PM

Time Zone: [Dropdown]

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Invoice Status Change	BIVCSTB	BQR Report	Web	PDF

OK Cancel

Done

Start Billing Training Manual - M... Change Status of Bills ... Billing-Bill Status Change (...)

5:40 PM

- Make sure you check *Invoice Status Change* checkbox.
- Specify the appropriate Server Name.

Server Name: PSNT

Recurrence: PSNT

Time Zone: PSOS390

Process List: PSUNX

- Click **OK**.

Change Status of Bills - Microsoft Internet Explorer

Address: https://www.connectnd.us/ps/hdr001/EMPLOYEE/EMP/MAINPAGE\_BILLING\_UTILITIES.RUN\_B1\_STSCHG.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

**Status Change**

Run Control ID: statuschange [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 42432

**From Status**

☒ New ☐ Ready  
☐ Hold ☐ Canceled  
☐ Pending

**To Status**

New Bill Status: Ready Bill

**Range Selection**

☒ All ☐ Invoice ID  
☐ Bill Cycle ☐ Cust ID  
☐ Start Add ☐ Bill Type  
☐ Range ID ☐ Bill Source  
☐ Copy Group ID

☐ Include Consolidation Group

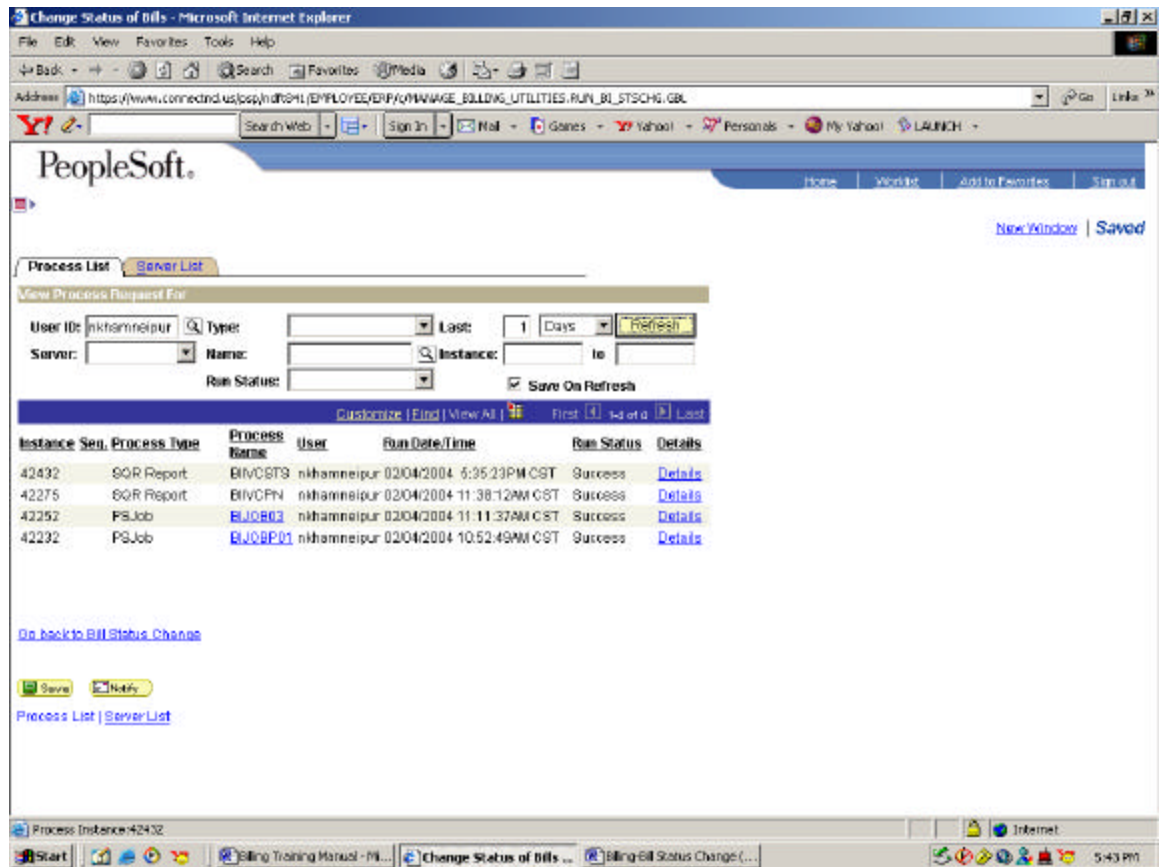
Business Unit: 11000

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Process Instance: 42432

Start | Billing Training Manual - M... | Change Status of Bills ... | Billing-Bill Status Change ... | 5:42 PM

- Click on the [Process Monitor](#) hyperlink to view the status of the process.



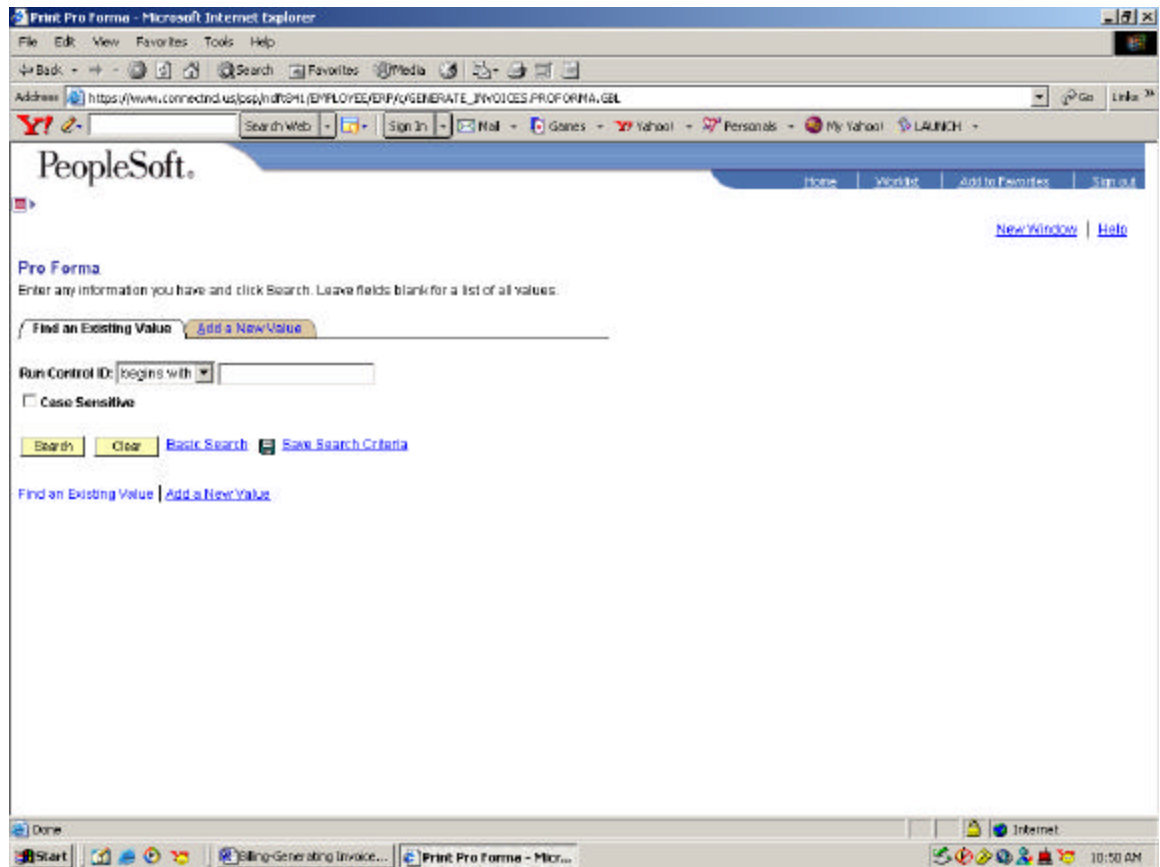
- Click **Refresh** if the process is in Queued, Initiated or Processing.
- Click the [Go back to Bill Status Change](#) hyperlink to go back to the process page.

## Generating Invoices

### Generating Pro Forma Invoices

Billing > Generate Invoices > Non-Consolidated > Print Pro Forma






**NOTE:** Invoices can be in New or Ready Status.

- Enter your Run Control ID.
- If you do not remember your Run Control ID, Click **Search**.
- If you want to add a new Run Control ID, click on the [Add a New Value](#) hyperlink.

- Invoice Date Option only sets the invoice date on the bill if it is blank to start out with. If you entered an invoice date on the bill itself, that date takes precedence over anything entered on the run control.
  - Processing Date, the current system date at the time of processing is used as the default invoice date for the bills.
  - Select User Define and enter that date in the adjacent field if you want any other date to appear on your invoices. The system uses the date you enter here as the invoice-date whenever this run control is processed.
- Enter the appropriate Business Unit. Specify the Business Unit of the invoices you'd like to include.
- Specify the Range Selection criteria that you want:
  - All
  - Bill Cycle
  - Date Bill Added
  - Range ID
  - Invoice ID
  - Cust ID
  - Bill Type
  - Bill Source

- Click on the  icon below the **Run** to view a list of the bills to be processed.

Print Pro Forma - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/ndfront/EMPLOYEE/HRFX/GENERATE\_INVOICES\_PROFORMA.GBL


PeopleSoft.

Customize | Find | New | 11 | First | 1 of 24 | Last

Bill Unit	Invoice	Status	Range Seq	Customer	Inv Layout	Layout Type
11000	MB0000000083	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000084	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000085	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000086	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000088	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000089	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000090	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000091	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000092	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000093	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000095	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000096	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000098	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000101	RDY	1	MB_1000009	PORTRAIT	P
11000	MB0000000145	RDY	1	MB_1000011	PORTRAIT	P
11000	MB0000000146	NEW	1	MB_1000013	PORTRAIT	P
11000	MB0000000159	RDY	1	MB_1000017	PORTRAIT	P
11000	MB0000000197	RDY	1	MB_1000017	PORTRAIT	P
11000	MB0000000198	RDY	1	MB_1000013	PORTRAIT	P
11000	MB0000000206	NEW	1	MB_1000008	PORTRAIT	P
11000	MB0000000241	RDY	1	MB_1000022	PORTRAIT	P

Start | Billing-Generating Invoice... | Print Pro Forma - Micro... | 10:25 AM

Note: There are 24 invoices in this list, which will be included in the proforma run.

- Click **Return**.
- Click  **Save**.
- Click **Run**.

Print Pro Forma - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/ps/nd/PSNT/EMPLOYEE/EMP/CA/GENERATE\_INVOICES\_PROFORMA.GBL

Search Web Search Web My Yahoo! Yahoo! Finance Mail News Shopping

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Process Scheduler Request

User ID: nkhamneipur Run Control ID: printproforma

Server Name: PSNT Run Date: 02/04/2004

Recurrence: Run Time: 10:52:45AM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input type="checkbox"/>	Grants Print Portrait Invoices	BIGVCPN	SQR Report	Web	PDF
<input type="checkbox"/>	Pre-process & Finalization	BIVC000	Application Engine	Web	TXT
<input type="checkbox"/>	Process Extract Table Invoices	BIVCEN	SQR Report	Web	PDF
<input type="checkbox"/>	Print Landscape Invoices	BIVCLN	SQR Report	Web	PDF
<input type="checkbox"/>	Print Portrait Invoices	BIVCPN	SQR Report	Web	PDF
<input checked="" type="checkbox"/>	Proforma & Print	BUOBP01	PSJob	(None)	(None)
<input type="checkbox"/>	Standard Form 1080 and 1081	BISF108X	SQR Report	Web	PDF

OK Cancel

Done

Start Billing-Generating Invoice... Print Pro Forma - Mic...

10:57 AM

- Make sure you check *Proforma & Print* checkbox.
- Specify the appropriate Server Name.

Server Name: PSNT

Recurrence: PSNT

Time Zone: PSOS390

Process List: PSUNX

- Click **OK**.

Print Pro Forma - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/ps/jsp/HR/PRINT/EMPLOYEE/EMP/GENERATE\_INVOICES\_PROFORMA.GBL

Search Web

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Pro Forma Print Options

Run Control ID: printproforma Report Manager Process Monitor Run

Language: English Specified Recipient's Process Instance: 42232

Selection Parameters

Seq Nbr: 1

Invoice Date Option

Processing Date User Defined

Range Selection

All Invoice ID

Bill Cycle Cust ID

Date Bill Added Bill Type

Range ID Bill Source

Business Unit: 11000

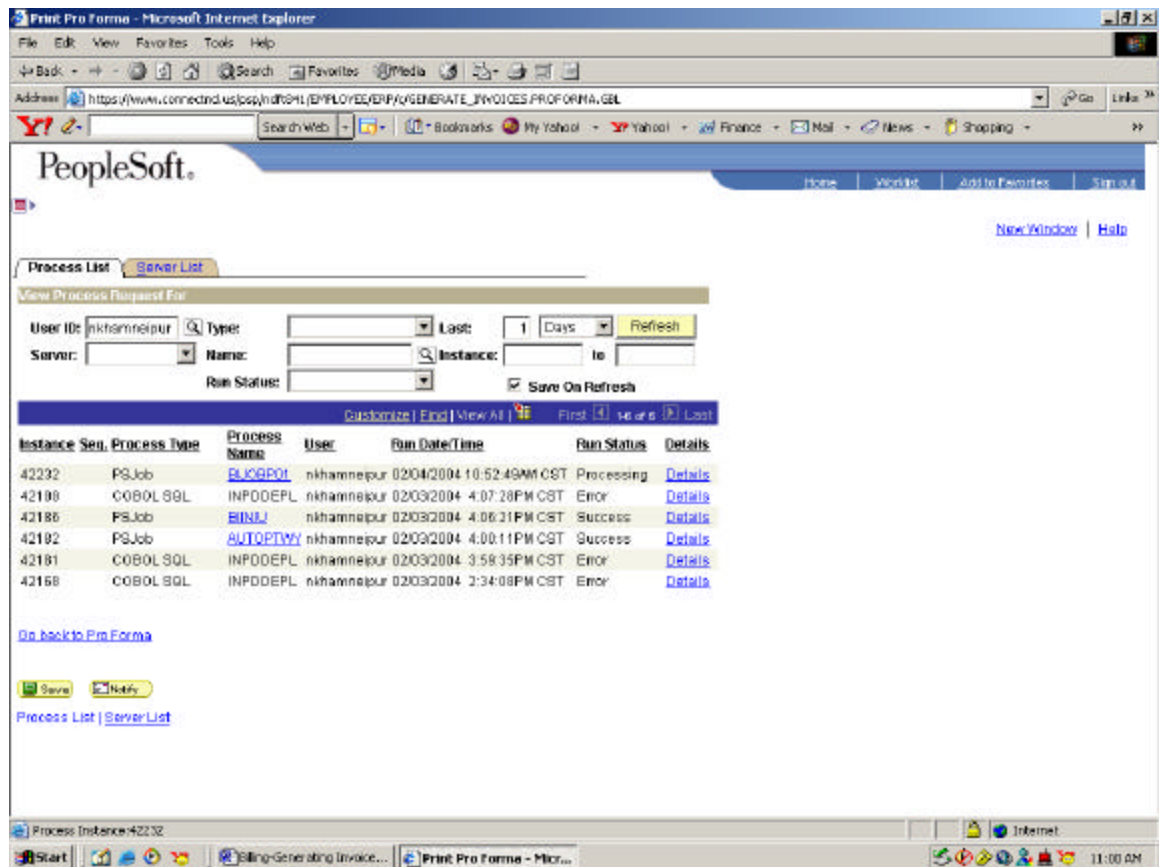
Save Notify

Process Instance: 42232

Start Billing-Generating Invoice... Print Pro Forma - Mic...

10:58 AM

- Click on the [Process Monitor](#) hyperlink to view the status of the process.



Process List | [Server List](#)

View Process Request For

User ID:  Type:  Last:  Days

Server:  Name:  Instance:  to

Run Status:  ☒ Save On Refresh

Instance Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Details
42232	PSJob	<a href="#">BUDGET</a>	nkhamneipur	02/04/2004 10:52:49AM CST	Processing	<a href="#">Details</a>
42189	COBOL SQL	INPODEPL	nkhamneipur	02/03/2004 4:07:28PM CST	Error	<a href="#">Details</a>
42186	PSJob	<a href="#">BUDGET</a>	nkhamneipur	02/03/2004 4:06:21PM CST	Success	<a href="#">Details</a>
42192	PSJob	<a href="#">AUTOPTIM</a>	nkhamneipur	02/03/2004 4:00:11PM CST	Success	<a href="#">Details</a>
42181	COBOL SQL	INPODEPL	nkhamneipur	02/03/2004 3:58:35PM CST	Error	<a href="#">Details</a>
42168	COBOL SQL	INPODEPL	nkhamneipur	02/03/2004 2:34:08PM CST	Error	<a href="#">Details</a>

[Go back to Pro Forma](#)

[Process List](#) | [Server List](#)

- Click **Refresh** if the process is in Queued, Initiated or Processing.
- Click the [Go back to Pro Forma](#) hyperlink to go back to the process page.

Print Pro Forma - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/ps/jsp/PRINT/EMPLOYEE/EMP/GENERATE\_INVOICES\_PROFORMA.GBL

Search Web

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Pro Forma Print Options

Run Control ID: printproforma Report Manager Process Monitor Run

Language: English Specified Recipient's

Selection Parameters

Seq Nbr: 1

Invoice Date Option

Processing Date User Defined

Range Selection

All Invoice ID

Bill Cycle Cust ID

Date Bill Added Bill Type

Range ID Bill Source

Business Unit: 11000

Save Return to Search Ready Add Update/Refresh

Pro Forma | Print Options

Process Instance: 42232

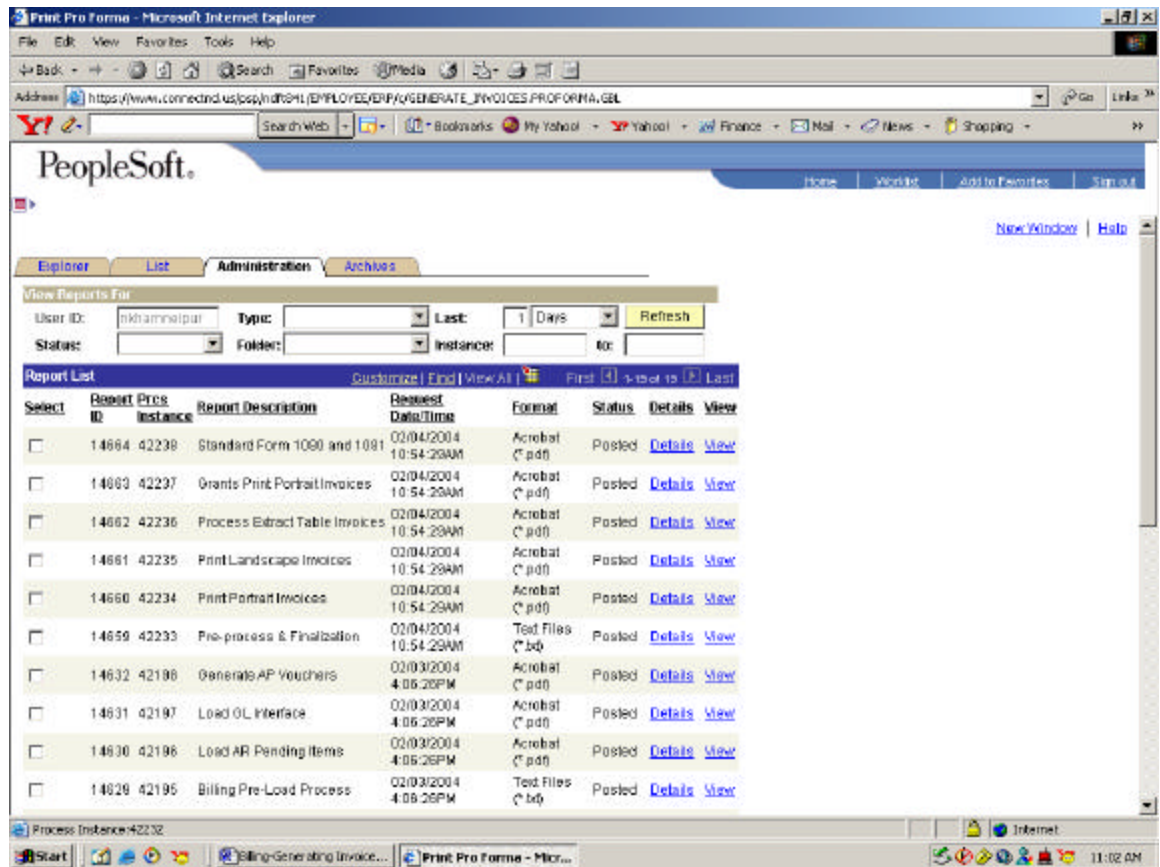
Billing-Generating Invoice...

Print Pro Forma - Micro...

11:01 AM

- Verify and Print the Pro Forma Invoices through the [Report Manager](#) or [Process Monitor](#).





- Click on the Administration tab in the [Report Manager](#).
- Find the process instance for the 'Print Portrait Invoices' – Report Description.
- Click on the [View](#) hyperlink

**PeopleSoft.**

[Home](#) [Worklist](#) [Add to Favorites](#) [Sign out](#)

[New Window](#) [Help](#)

**Report Detail**

Report ID: 14660      Process Instance: 42234  
 Name: BIIVCPN      Process Type: SQL Report  
 Run Status: Success

Print Proforma Invoices

Name	File Size (bytes)	Dateline Created
<a href="#">BIIVCPN_42234.PDF</a>	25,006	02/04/2004 10:55:40 067000AM CST
<a href="#">Trace File</a>	986	02/04/2004 10:55:40 067000AM CST
<a href="#">Message Log</a>	1,797	02/04/2004 10:55:40 067000AM CST

[Return](#)

Process Instance: 42232

Start    Billing-Generating Invoice...    Print Pro Forma - Micro...    11:04 AM

- Click on the [BIIVCPN 'Process Instance #'.PDF](#) to view and print the Pro Forma Invoices.

https://www.connectnd.us/psreports/pdf041/14660/BI1VCPN\_42234.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/psreports/pdf041/14660/BI1VCPN\_42234.PDF

Search Web: My Yahoo! Yahoo! Finance Mail News Shopping

**PRO FORMA**

Please Remit To:  
bank of north dakota  
700 east main  
P.O. Box  
bismarck ND 58103-3505  
united states

Page: 1  
Invoice No: MB0000000084  
Status/Type: HLD/Regular  
Invoice Date: 11/14/2003  
Customer Number: MB\_1000008  
Payment Terms: Immediate  
Est. Due Date:

Bill To:  
test  
Test Billing  
test  
bismarck ND  
United States

AMOUNT DUE: 100.00 USD



Amount Remitted

For billing questions, please call

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
This is a test to see how this works!!							
1			test scripts 11-22-03	1.00		100.00	100.00
Testing the line notes page							

Done

Start Billing-Generating Invoice... Print Pro Forma - Microsoft... https://www.connectnd.us/ 11:05 AM

- Click the Save icon  to save the Pro Forma invoices on your computer.
- Click the Print icon  to send the Pro Forma invoices to the printer.

## Generating Invoices

Billing > Generate Invoices > Non-Consolidated > Single Action Invoice


The screenshot shows a web browser window titled "Single Action Invoice - Microsoft Internet Explorer". The address bar displays the URL: [https://www.connectnd.us/psp/hdrcmt/EMPLOYEE/EMP/FY/GENERATE\\_INVOICES.SINGL\\_ACTION.GBL](https://www.connectnd.us/psp/hdrcmt/EMPLOYEE/EMP/FY/GENERATE_INVOICES.SINGL_ACTION.GBL). The page features the PeopleSoft logo at the top left and navigation links (Home, Worklist, Add to Favorites, Sign out) at the top right. Below the logo, the title "Single Action Invoice" is displayed, followed by the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." The form includes two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under the "Find an Existing Value" tab, there is a "Run Control ID:" label, a dropdown menu set to "begins with", and an empty text input field. A "Case Sensitive" checkbox is present and unchecked. Below these fields are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the bottom of the form, there are hyperlinks for "Find an Existing Value" and "Add a New Value". The browser's taskbar at the bottom shows the Start button, several open applications including "Billing-Generating Invoice...", and the system clock displaying "11:09 AM".

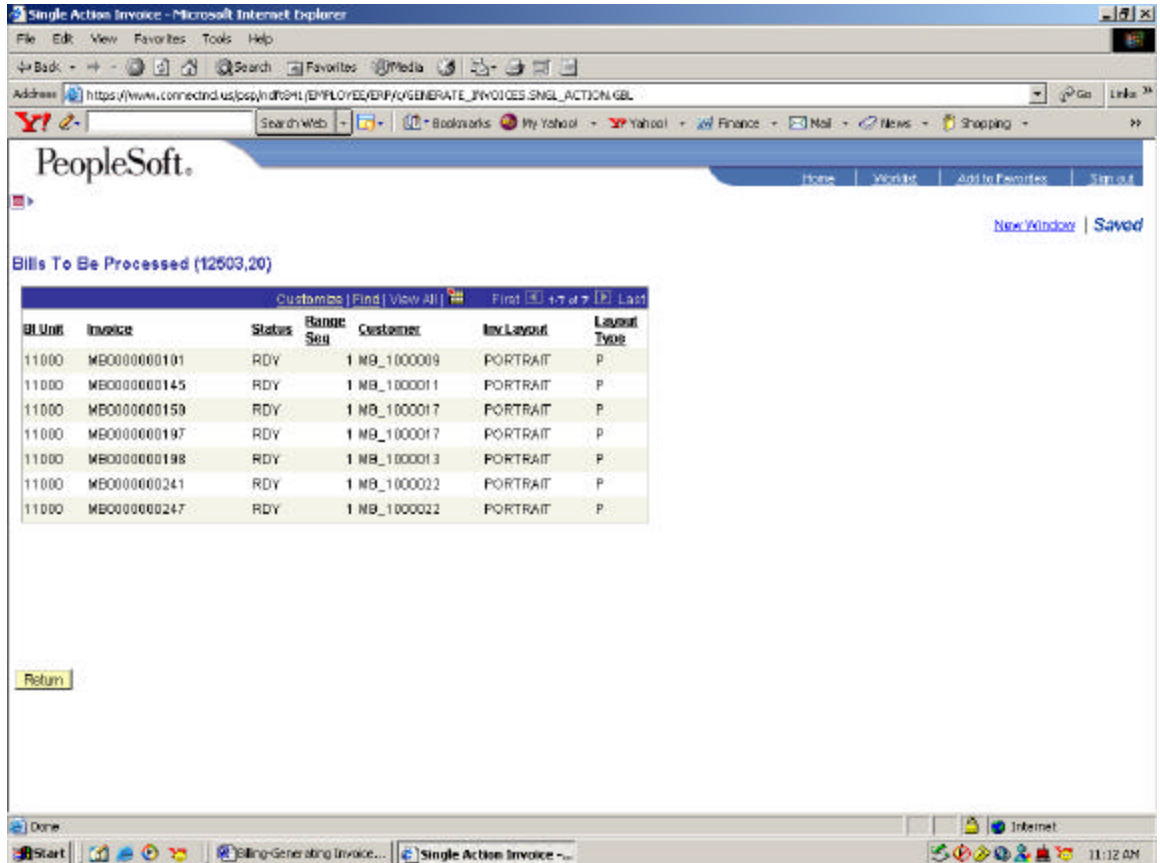
- Enter your Run Control ID.
- If you do not remember your Run Control ID, Click **Search**.
- If you want to add a new Run Control ID, click on the [Add a New Value](#) hyperlink.

- Invoice Date Option only sets the invoice date on the bill if it is blank to start out with. If you entered an invoice date on the bill itself, that date takes precedence over anything entered on the run control.
  - Processing Date, the current system date at the time of processing is used as the default invoice date for the bills.
  - Select User Define and enter that date in the adjacent field if you want any other date to appear on your invoices. The system uses the date you enter here as the invoice-date whenever this run control is processed.
- Enter the appropriate Business Unit. Specify the Business Unit of the invoices you'd like to include in the process.
- Specify the Range Selection criteria that you want:
  - All
  - Bill Cycle
  - Date Bill Added
  - Range ID
  - Invoice ID
  - Cust ID
  - Bill Type
  - Bill Source
- Specify the Posting Action

- Post Later

**NOTE:** The bills must be in RDY status to be picked up by this process.

- Click on the  icon below the **Run** to view a list of the bills to be processed.



Single Action Invoice - Microsoft Internet Explorer

Address: https://www.connectnd.us/jsp/ndcsh/EMPLOYEE/HRPP/GENERATE\_INVOICES.SMGL\_ACTION.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Saved](#)

Bills To Be Processed (12503,20)


Bill Unit	Invoice	Status	Range Seq	Customer	Inv Layout	Layout Type
11000	MB0000000101	RDY	1	MB_1000009	PORTRAIT	P
11000	MB0000000145	RDY	1	MB_1000011	PORTRAIT	P
11000	MB0000000159	RDY	1	MB_1000017	PORTRAIT	P
11000	MB0000000197	RDY	1	MB_1000017	PORTRAIT	P
11000	MB0000000198	RDY	1	MB_1000013	PORTRAIT	P
11000	MB0000000241	RDY	1	MB_1000022	PORTRAIT	P
11000	MB0000000247	RDY	1	MB_1000022	PORTRAIT	P

[Return](#)

Done

Start | Billing-Generating Invoice... | Single Action Invoice - ...

11:12 AM

- Click **Return**.
- Click  **Save**.
- Click **Run**.



Single Action Invoice - Microsoft Internet Explorer

Address: https://www.connectnd.us/ps/nd/PSNT/EMPLOYEE/EMP/GENERATE\_INVOICES\_SINGL\_ACTION.GBL

PeopleSoft.

Process Scheduler Request

User ID: nkhamnepur Run Control ID: singleactioninvoice

Server Name: PSNT Run Date: 02/04/2004

Recurrence: Run Time: 11:11:37AM

Time Zone: [Reset to Current Date/Time]

Select	Description	Process Name	Process Type	Type	Format
<input type="checkbox"/>	Billing Currency Conversion	BICURGM	Application Engine	Web	TXT
<input type="checkbox"/>	Grants Print Portrait Invoices	BIGVCPN	SQR Report	Web	PDF
<input type="checkbox"/>	Generate AP Vouchers	BIGVAP01	SQR Report	Web	PDF
<input type="checkbox"/>	Pre-process & Finalization	BIVC000	Application Engine	Web	TXT
<input type="checkbox"/>	Process Extract Table Invoices	BIVCEN	SQR Report	Web	PDF
<input type="checkbox"/>	Print Landscape Invoices	BIVCLN	SQR Report	Web	PDF
<input type="checkbox"/>	Print Portrait Invoices	BIVCPN	SQR Report	Web	PDF
<input checked="" type="checkbox"/>	Single Action Invoice	BUOB03	PSJob	(None)	(None)
<input type="checkbox"/>	Single Action w/ Comm Cont	BUOB03K	PSJob	(None)	(None)
<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF
<input type="checkbox"/>	Load GL Interface	BILDGL01	SQR Report	Web	PDF
<input type="checkbox"/>	Billing Pre-Load Process	BIPRELD	Application Engine	Web	TXT
<input type="checkbox"/>	Standard Form 1080 and 1081	BISF108X	SQR Report	Web	PDF

Start OK Cancel

- Make sure the *Single Action Invoice* check box is checked.
- Specify the appropriate Server Name.

Server Name: PSNT

Recurrence: PSNT

Time Zone: PSOS390

Process List: PSUNX

- Click **OK**.



The screenshot shows the PeopleSoft Single Action Invoice screen within a Microsoft Internet Explorer browser window. The browser's address bar displays the URL: [https://www.connected-us.com/hd/PH1/EMPLOYEE/EMP/CA/GENERATE\\_INVOICES\\_SINGL\\_ACTION1.GBL](https://www.connected-us.com/hd/PH1/EMPLOYEE/EMP/CA/GENERATE_INVOICES_SINGL_ACTION1.GBL). The PeopleSoft logo is visible at the top left of the application interface.

The main content area is titled "Single Action Invoice" and includes a "Print Options" link. Below this, the "Run Control ID" is set to "singleactioninvoice". There are links for "Report Manager" and "Process Monitor", and a "Run" button. The "Language" is set to "English", and the "Process Instance" is "42262".

The "Selection Parameters" section contains several options:

- Seq Nbr:** 1
- EDI Invoice Options:** EDI Only (selected)
- Invoice Date Option:** Processing Date (selected), User Defined (unselected)
- Range Selection:** All (selected), Invoice ID, Bill Cycle, Cust ID, Date Bill Added, Bill Type, Range ID, Bill Source
- Business Unit:** 11000
- Pasting Action:** No Action (selected), Post Later

At the bottom of the screen, there are buttons for "Save", "Notify", "Add", and "Update/Display". The status bar at the very bottom shows "Process Instance: 42252" and the system time "11:17 AM".

- You can check the status of the process in the process monitor by either clicking on the [Process Monitor](#) hyperlink, or through PeopleTools.

Single Action Invoice - Microsoft Internet Explorer

Address: [https://www.connectnd.us/jsp/ndp041/EMPLOYEE/EMP/GENERATE\\_INVOICES.SINGL\\_ACTION.GBL](https://www.connectnd.us/jsp/ndp041/EMPLOYEE/EMP/GENERATE_INVOICES.SINGL_ACTION.GBL)

PeopleSoft.

Process List **Server List**

View Process Request For

User ID:  Type:  Last:  Days

Server:  Name:  Instance:  to

Run Status:  ☒ Save On Refresh

Instance Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Details
42252	PSJob	BLUG03	nkhamneipur	02/04/2004 11:11:37AM CST	Processing	<a href="#">Details</a>
42232	PSJob	BLUGP01	nkhamneipur	02/04/2004 10:52:49AM CST	Success	<a href="#">Details</a>
42199	COBOL SQL	INPDDEPL	nkhamneipur	02/03/2004 4:07:28PM CST	Error	<a href="#">Details</a>
42186	PSJob	BLINJ	nkhamneipur	02/03/2004 4:00:21PM CST	Success	<a href="#">Details</a>
42182	PSJob	AUTOPTW	nkhamneipur	02/03/2004 4:00:11PM CST	Success	<a href="#">Details</a>
42181	COBOL SQL	INPDDEPL	nkhamneipur	02/03/2004 3:59:35PM CST	Error	<a href="#">Details</a>
42168	COBOL SQL	INPDDEPL	nkhamneipur	02/03/2004 2:34:08PM CST	Error	<a href="#">Details</a>

[Go back to Single Action Invoice](#)

Process List | [Server List](#)

Process Instance: 42252

Start | [Billing-Generating Invoice...](#) | [Single Action Invoice ~...](#) | 11:18 AM

- Click **Refresh** if the process is in Queued, Initiated or Processing.
- Click the [Go back to Single Action Invoice](#) hyperlink to go back to the process page.

Single Action Invoice - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/ps/hd041/EMPLOYEE/EMP/A/GENERATE\_INVOICES.SINGL\_ACTION.GBL

Search Web

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Single Action Invoice Print Options

Run Control ID: singleactioninvoice Report Manager Process Monitor Run

Language: English Specified Recipient's

Selection Parameters

Seq Nbr: 1 \*EDI Invoice Options: EDI Only Posting Action: No Action Post Later

Invoice Date Option: Processing Date User Defined

Range Selection: All Invoice ID Bill Cycle Cust ID Date Bill Added Bill Type Range ID Bill Source

Business Unit: 11000

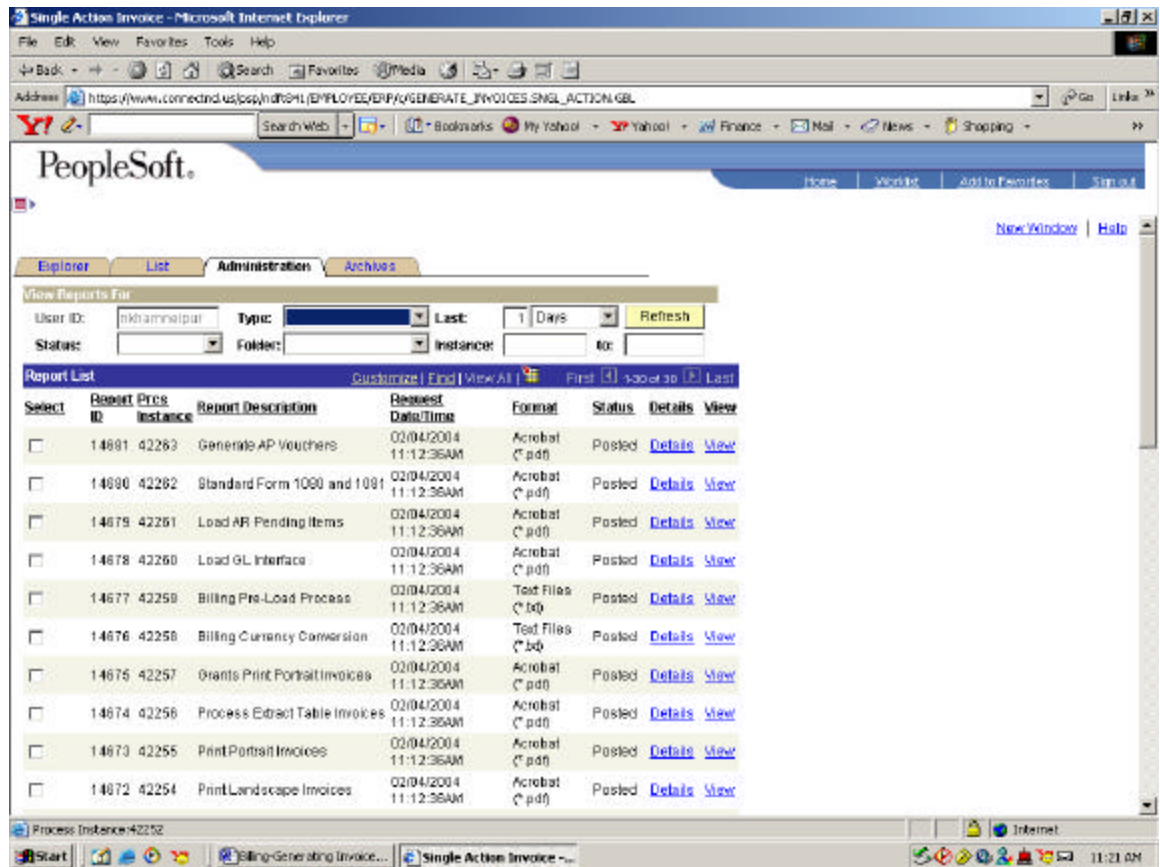
Save Return to Search Batch Add Update/Refresh

Single Action Invoice | Print Options

Process Instance: 42252

Start Billing-Generating Invoice... Single Action Invoice ~ 11:20 AM

- Verify and Print the Invoices through the [Report Manager](#) or [Process Monitor](#).



- Click on the Administration tab in the [Report Manager](#).
- Find the process instance for the 'Print Portrait Invoices' – Report Description.
- Click on the [View](#) hyperlink

**Single Action Invoice - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: [https://www.connectnd.us/ps/jsp/nd/PSMT/EMPLOYEE/EMP/CA/GENERATE\\_INVOICES\\_SINGLE\\_ACTION.GBL](https://www.connectnd.us/ps/jsp/nd/PSMT/EMPLOYEE/EMP/CA/GENERATE_INVOICES_SINGLE_ACTION.GBL)

Search Web | Bookmarks | My Yahoo! | Yahoo! | Finance | Mail | News | Shopping

**PeopleSoft.** Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

**Report Detail**

Report ID: 14673      Process Instance: 42255  
 Name: BIIVCPN      Process Type: SQR Report  
 Run Status: Success

Print Portrait Invoices

**File List**

Name	File Size (bytes)	Dateline Created
<a href="#">BIIVCPN_42255.PDF</a>	3,214	02/04/2004 11:13:51.137000AM CST
<a href="#">Trace File</a>	68	02/04/2004 11:13:51.137000AM CST
<a href="#">Message Log</a>	1,809	02/04/2004 11:13:51.137000AM CST

[Return](#)

Process Instance: 42252

Start | Billing-Generating Invoice... | Single Action Invoice ~...

11:22 AM

- Click on the [BIIVCPN 'Process Instance #'.PDF](#) to view and print the Invoices.

https://www.connectnd.us/psreports/pdf1841/14673/811VCPN\_42255.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/psreports/pdf1841/14673/811VCPN\_42255.PDF

Search Web

Bookmarks My Yahoo! Yahoo! Finance Mail News Shopping

**CREDIT INVOICE**

Please Remit To:  
Bank of North Dakota  
700 East Main  
P.O. Box  
Bismarck ND 58506-9509  
United States

Page: 1  
Invoice No: MB0000000247  
Invoice Date: 02/04/2004  
Customer Number: MB\_1000022  
Payment Terms: Immediate  
Due Date: 02/04/2004

Bill To:  
Peterson Office Supply  
1000 Divide Avenue  
Bismarck ND  
United States

CREDIT AMOUNT: -23.20 USD

No Payment Required

For billing questions, please call

Original Invoice: MB0000000242 6/12/2004



Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		LUGGAGE TAGS	Luggage Tags	(20.00)BA		1.14	(23.20)
SUBTOTAL:							(23.20)

Done

Start

Billing-Generating Invoice... Single Action Invoice - Mic... https://www.connectn...

11:23 AM

- Click the Save icon  to save the Pro Forma invoices on your computer.
- Click the Print icon  to send the Pro Forma invoices to the printer.
- Click **Return** on the Report Detail page to return to the [Report Manager – Administrative tab](#).



Single Action Invoice - Microsoft Internet Explorer

Address: https://www.connectnd.us/ps/jsp/HR/HR/EMPLOYEE/HR/FX/GENERATE\_INVOICES\_SINGL\_ACTION.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Explorer | List | Administration | Archives

View Reports For

User ID: nkhanna@nd.gov Type: Last: 1 Days Refresh

Status: Folder: Instance: for:

Report List

Select	Request ID	Request Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	14691	42263	Generate AP Vouchers	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14690	42262	Standard Form 1090 and 1091	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14679	42261	Load AR Pending Items	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14678	42260	Load GL Interface	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14677	42259	Billing Pre-Load Process	02/04/2004 11:12:36AM	Text Files (*.txt)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14676	42258	Billing Currency Conversion	02/04/2004 11:12:36AM	Text Files (*.txt)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14675	42257	Grants Print Portrait Invoices	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14674	42256	Process Extract Table Invoices	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14673	42255	Print Portrait Invoices	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14672	42254	Print Landscape Invoices	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

Process Instance: 42252

Start | Billing-Generating Invoice... | Single Action Invoice... | https://www.connectnd.us/ps/jsp/HR/HR/EMPLOYEE/HR/FX/GENERATE\_INVOICES\_SINGL\_ACTION.GBL | 11:29 AM

- To view accounting entries created from the invoices and sent to the General Ledger, click the 'Load GL Interface' [View](#) hyperlink.



Single Action Invoice - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/ps/jsp/nd/PSMT/EMPLOYEE/EMP/CA/GENERATE\_INVOICES\_SINGLE\_ACTION.GBL

Search Web

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

**Report Detail**

Report ID: 14678 Process Instance: 42260  
 Name: BILDGL01 Process Type: SQR Report  
 Run Status: Success

Load GL Interface

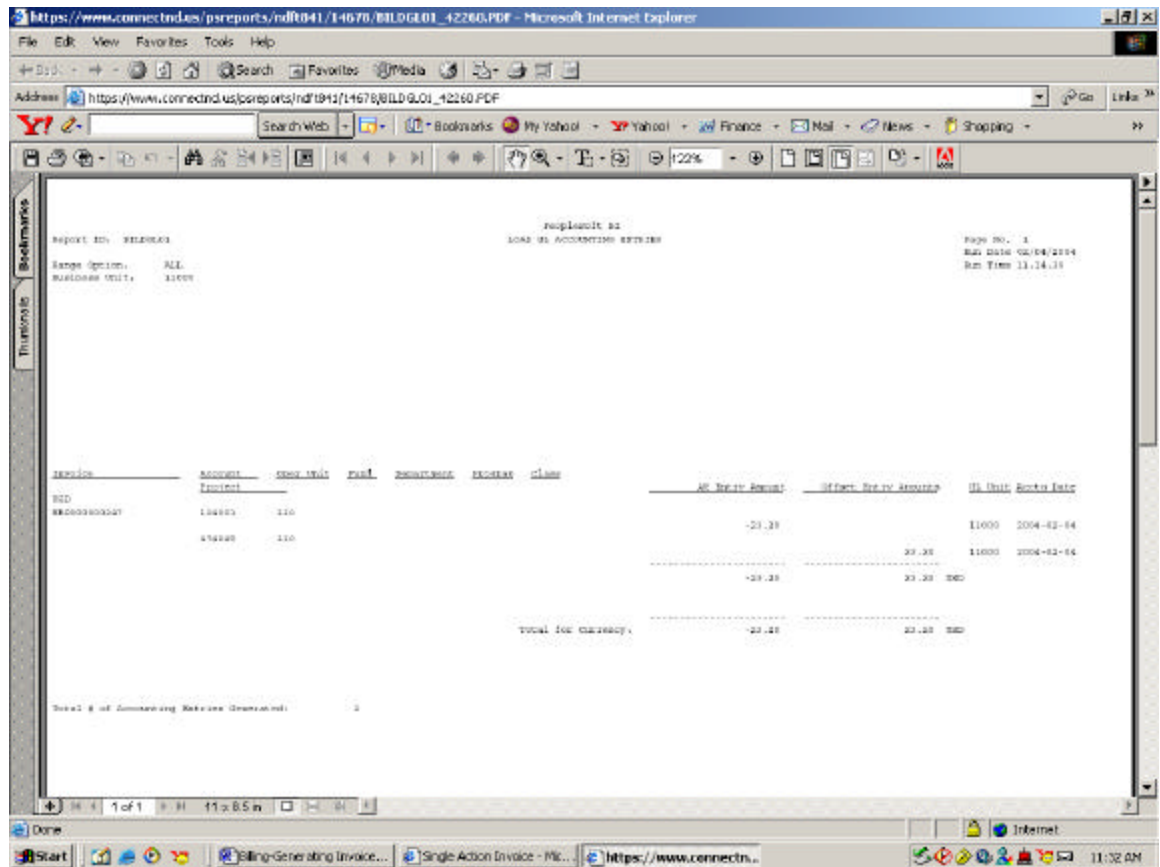
Name	File Size (bytes)	Dateline Created
<a href="#">BILDGL01_42260.PDF</a>	1,862	02/04/2004 11:14:42.450000AM CST
<a href="#">Trace File</a>	95	02/04/2004 11:14:42.450000AM CST
<a href="#">Message Log</a>	1,824	02/04/2004 11:14:42.450000AM CST



Return

Process Instance: 42252

Start Billing-Generating Invoice... Single Action Invoice ~ 11:31 AM

- Click the [BILDGL01 Process Instance #.PDF](#) hyperlink to view the Load GL Accounting Entries report.



- Click the Save icon  to save the Pro Forma invoices on your computer.
- Click the Print icon  to send the Pro Forma invoices to the printer.
- Click **Return** on the Report Detail page to return to the [Report Manager – Administrative tab](#).

Note: The Journal Generator process in PeopleSoft General Ledger must be run to post accounting entries created during the Billing process in General Ledger.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft Single Action Invoice application. The address bar shows the URL: [https://www.connectnd.us/ps/nd/PSMT/EMPLOYEE/EMP/A/GENERATE\\_INVOICES\\_SINGL\\_ACTION.GBL](https://www.connectnd.us/ps/nd/PSMT/EMPLOYEE/EMP/A/GENERATE_INVOICES_SINGL_ACTION.GBL). The PeopleSoft logo is at the top left, and navigation links like Home, Worklist, Add to Favorites, and Sign out are at the top right. Below the logo, there are tabs for Explorer, List, Administration, and Archives. The 'List' tab is active, showing a 'View Reports For' section with filters for User ID (nkhamnagai), Type, Last (1 Days), and a Refresh button. Below this is a 'Report List' table with columns: Select, Request ID, Request Instance, Report Description, Request Date/Time, Format, Status, Details, and View. The table contains 10 rows of reports, including 'Generate AP Vouchers', 'Standard Form 1090 and 1091', 'Load AR Pending Items', 'Load GL Interface', 'Billing Pre-Load Process', 'Billing Currency Conversion', 'Grants Print Portrait Invoices', 'Process Extract Table Invoices', 'Print Portrait Invoices', and 'Print Landscape Invoices'. The 'Load AR Pending Items' row is highlighted, and its 'View' hyperlink is the target of the instruction in the list below.

Select	Request ID	Request Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	14691	42263	Generate AP Vouchers	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14690	42262	Standard Form 1090 and 1091	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14679	42261	Load AR Pending Items	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14678	42260	Load GL Interface	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14677	42259	Billing Pre-Load Process	02/04/2004 11:12:36AM	Text Files (*.txt)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14676	42258	Billing Currency Conversion	02/04/2004 11:12:36AM	Text Files (*.txt)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14675	42257	Grants Print Portrait Invoices	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14674	42256	Process Extract Table Invoices	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14673	42255	Print Portrait Invoices	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	14672	42254	Print Landscape Invoices	02/04/2004 11:12:36AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

- To view AR pending item group detail created from the invoices, click the 'Load AR Pending Items' [View](#) hyperlink.

The screenshot shows a web browser window titled 'Single Action Invoice - Microsoft Internet Explorer'. The address bar displays the URL: [https://www.connectnd.us/ps/jsp/nd/PSMT/EMPLOYEE/EMP/FY/GENERATE\\_INVOICES.SINGL\\_ACTION.GBL](https://www.connectnd.us/ps/jsp/nd/PSMT/EMPLOYEE/EMP/FY/GENERATE_INVOICES.SINGL_ACTION.GBL). The page header includes the PeopleSoft logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the header, the 'Report Detail' section shows the following information:

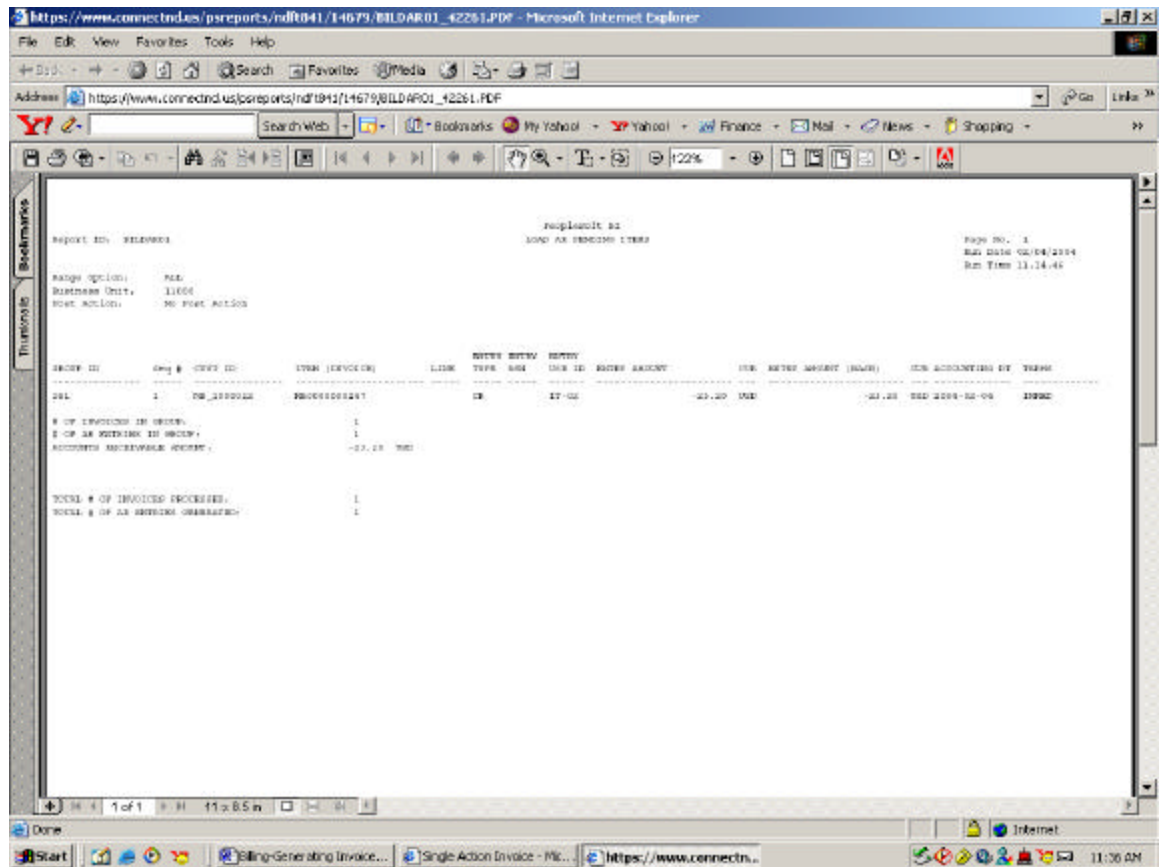
- Report ID: 14679
- Process Instance: 42261
- Name: BILDAR01
- Process Type: SQR Report
- Run Status: Success



Below the report details, there is a section titled 'Load AR Pending Items' which contains a 'File List' table:

Name	File Size (bytes)	Datotime Created
<a href="#">BILDAR01_42261.PDF</a>	1,748	02/04/2004 11:14:48 607000AM CST
<a href="#">Trace File</a>	751	02/04/2004 11:14:48 607000AM CST
<a href="#">Message Log</a>	1,824	02/04/2004 11:14:48 607000AM CST

At the bottom of the page, there is a 'Return' button. The taskbar at the bottom of the screen shows several open applications, including 'Billing-Generating Invoices - Microsoft Word' and 'Single Action Invoice'.

- Click on the [BILDAR01\\_Process Instance#.PDF](#) hyperlink to view the 'Load AR Pending Item' report.



- Click the Save icon  to save the Pro Forma invoices on your computer.
- Click the Print icon  to send the Pro Forma invoices to the printer.
- Click **Return** on the Report Detail page to return to the [Report Manager – Administrative tab](#).

Note: The Receivable Update (ARUPDATE) process in PeopleSoft Accounts Receivable must be run to post pending items created during the Billing process in Receivables, thereby updating customer records.

## Reprinting Invoices

Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

The screenshot shows a web browser window titled "Reprint Invoices - Microsoft Internet Explorer". The address bar displays the URL: [https://www.connectnd.us/psp/hdrcmt/EMPLOYEE/EMP/FY/GENERATE\\_INVOICES/REPORT\\_ZYC.GBL](https://www.connectnd.us/psp/hdrcmt/EMPLOYEE/EMP/FY/GENERATE_INVOICES/REPORT_ZYC.GBL). The page header features the "PeopleSoft." logo and navigation links: "Home", "Worklist", "Add to Favorites", and "Sign out". Below the header, there are links for "New Window" and "Help".

The main content area is titled "Reprint Invoices" and includes the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this, there are two tabs: "Find an Existing Value" (selected) and "Add a New Value".


The "Find an Existing Value" section contains a "Run Control ID:" label, a dropdown menu set to "begins with", and a text input field. Below the input field is a checkbox labeled "Case Sensitive". At the bottom of this section are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".

At the bottom of the page, there are two links: "Find an Existing Value" and "Add a New Value".

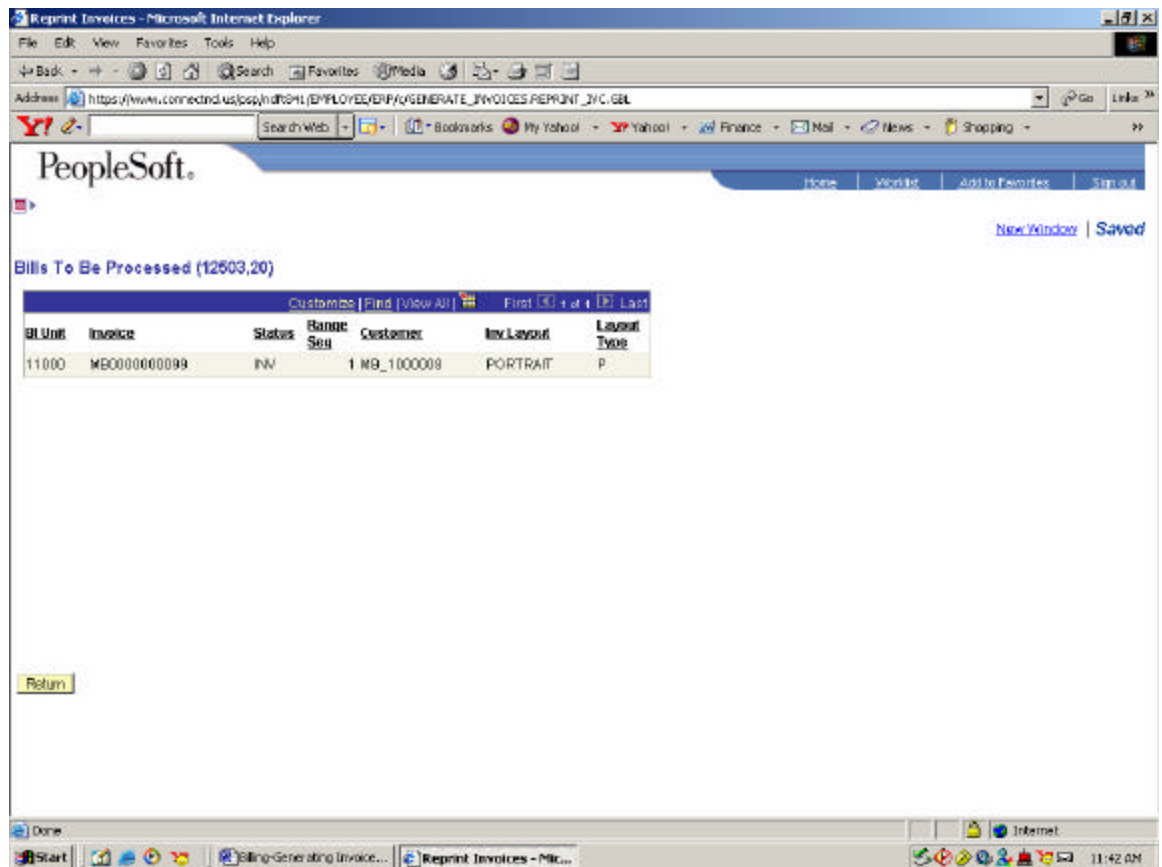
The browser's taskbar at the bottom shows the "Start" button, several application icons, and the "Reprint Invoices - MIC..." window. The system clock in the bottom right corner shows "11:39 AM".

- Enter your Run Control ID.
- If you do not remember your Run Control ID, Click **Search**.
- If you want to add a new Run Control ID, click on the [Add a New Value](#) hyperlink.

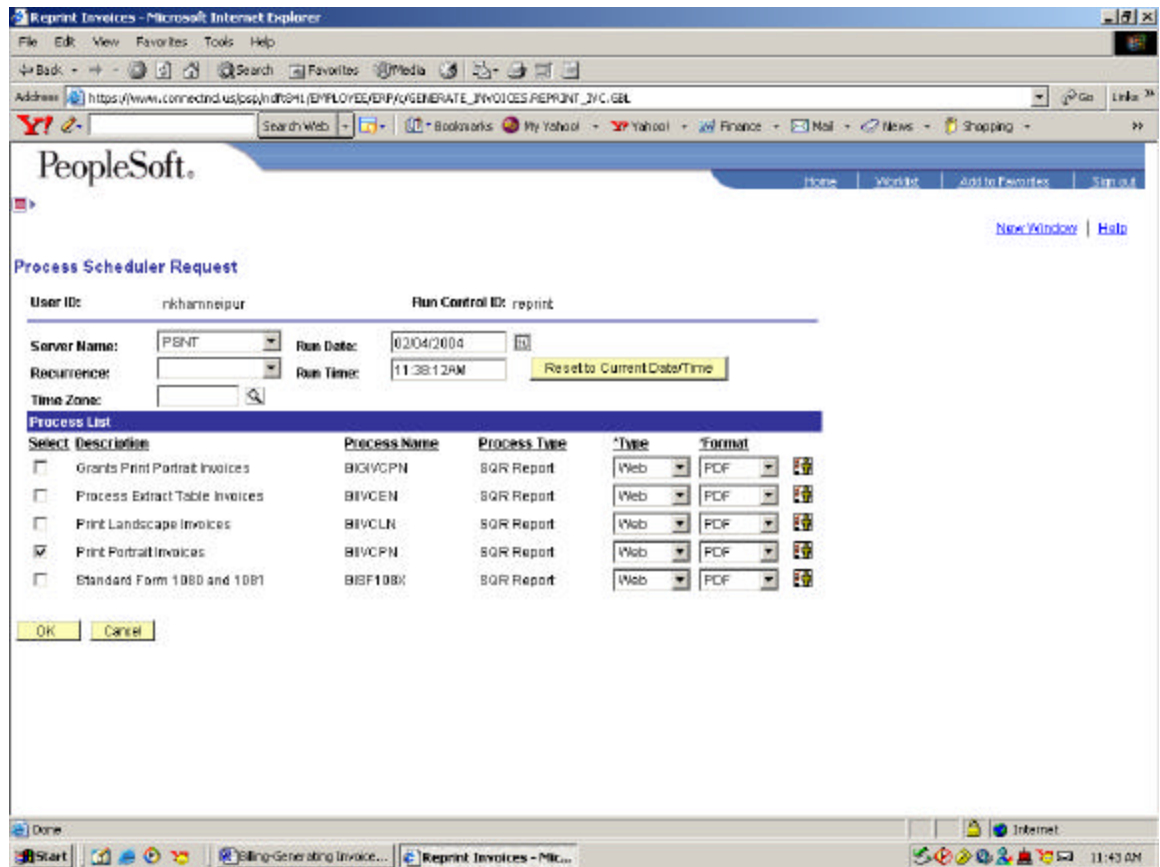
NOTE: Use the Reprint Invoices page to reprint any number of invoices. When you reprint from here, the invoice will look as if it were the original and will not go through the finalization process again. The system chooses only bills with the status of *INV* that have already printed. These parameters are the same for reprints, as if you are running the original invoices.

- Enter the appropriate Business Unit. Specify the Business Unit of the invoices you'd like to include in the process.
- Specify the Range Selection criteria that you want:
  - All
  - Bill Cycle
  - Date Bill Added
  - Range ID
  - Invoice ID
  - Cust ID
  - Bill Type
  - Bill Source
- Click the Bills to be Processed icon  to view all the bills that you have specified in your range parameters.





- Click **Return**.
- Click **Save**.
- Click **Run**.



- Make sure you have checked the *Print Portrait Invoices* checkbox.
- Specify the appropriate Server Name.

<b>Server Name:</b>	PSNT
<b>Recurrence:</b>	PSNT
<b>Time Zone:</b>	PSOS390
<b>Process List</b>	PSUNX

- Once you are ready to run the process, click **OK**.

The screenshot shows a web browser window titled "Reprint Invoices - Microsoft Internet Explorer". The address bar displays the URL: [https://www.connectnd.us/ps/jsp/ndPrint/EMPLOYEE/EMP/FX/GENERATE\\_INVOICES/REPRINT\\_ZYC.GBL](https://www.connectnd.us/ps/jsp/ndPrint/EMPLOYEE/EMP/FX/GENERATE_INVOICES/REPRINT_ZYC.GBL). The page features the PeopleSoft logo and navigation links like "Home", "Worklist", "Add to Favorites", and "Sign out".

The main content area is titled "Reprint Invoices" and includes a "Print Options" tab. Below this, there are controls for "Run Control ID: reprint", "Language: English", and radio buttons for "Specified" (selected) and "Recipient's". A "Run" button is present. The "Process Instance: 42275" is displayed.

The "Selection Parameters" section includes a "Seq Nbr:" field with the value "1". Below this is a "Range Selection" box with radio buttons for "All", "Invoice ID", "Bill Cycle", "Cust ID", "Date Bill Added", "Bill Type", "Range ID", and "Bill Source". To the right, there are input fields for "Business Unit:" (value: 11000), "From Invoice:" (value: MB0000000099), and "To Invoice:" (value: MB0000000099). An "Include Attached Bills" checkbox is also visible.

At the bottom of the form, there are "Save" and "Apply" buttons, and a "ReprintInvoices | PrintOptions" breadcrumb. The status bar at the very bottom shows "Process Instance: 42275" and a taskbar with icons for "Billing-Generating Invoice..." and "Reprint Invoices - MIC...". The system clock indicates 11:43 AM.

- You can verify the status of the process in the [Process Monitor](#) by either clicking the Process Monitor hyperlink or through PeopleTools.

Reprint Invoices - Microsoft Internet Explorer

Address: https://www.connectnd.us/ps/jsp/HR/PRINT/EMPLOYEE/EMP/GENERATE\_INVOICES/REPORT\_ZYC.GBL

PeopleSoft.

Process List | Server List

View Process Request For

User ID: nkhamneipur Type: Last: 1 Days Refresh

Server: Name: Instance: to Run Status: Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
42275	SQR Report	BIWCPN	nkhamneipur	02/04/2004 11:39:12AM CST	Success	<a href="#">Details</a>
42252	PS Job	BUDBO3	nkhamneipur	02/04/2004 11:11:37AM CST	Success	<a href="#">Details</a>
42232	PS Job	BUDBP01	nkhamneipur	02/04/2004 10:52:48AM CST	Success	<a href="#">Details</a>
42199	COBOL SQL	INPDDEPL	nkhamneipur	02/03/2004 4:07:28PM CST	Error	<a href="#">Details</a>
42186	PS Job	BINU	nkhamneipur	02/03/2004 4:06:21PM CST	Success	<a href="#">Details</a>
42182	PS Job	AUCPTWV	nkhamneipur	02/03/2004 4:00:11PM CST	Success	<a href="#">Details</a>
42181	COBOL SQL	INPDDEPL	nkhamneipur	02/03/2004 3:59:35PM CST	Error	<a href="#">Details</a>
42180	COBOL SQL	INPDDEPL	nkhamneipur	02/03/2004 2:34:08PM CST	Error	<a href="#">Details</a>

[Go back to Reprint Invoices](#)

Save Notify

Process List | Server List

Process Instance: 42275

Start Billing-Generating Invoice... Reprint Invoices - MIC... 11:44 AM

- Click **Refresh** if the process is in Queued, Initiated or Processing.
- Click the [Go back to Reprint Invoices](#) hyperlink to go back to the process page.

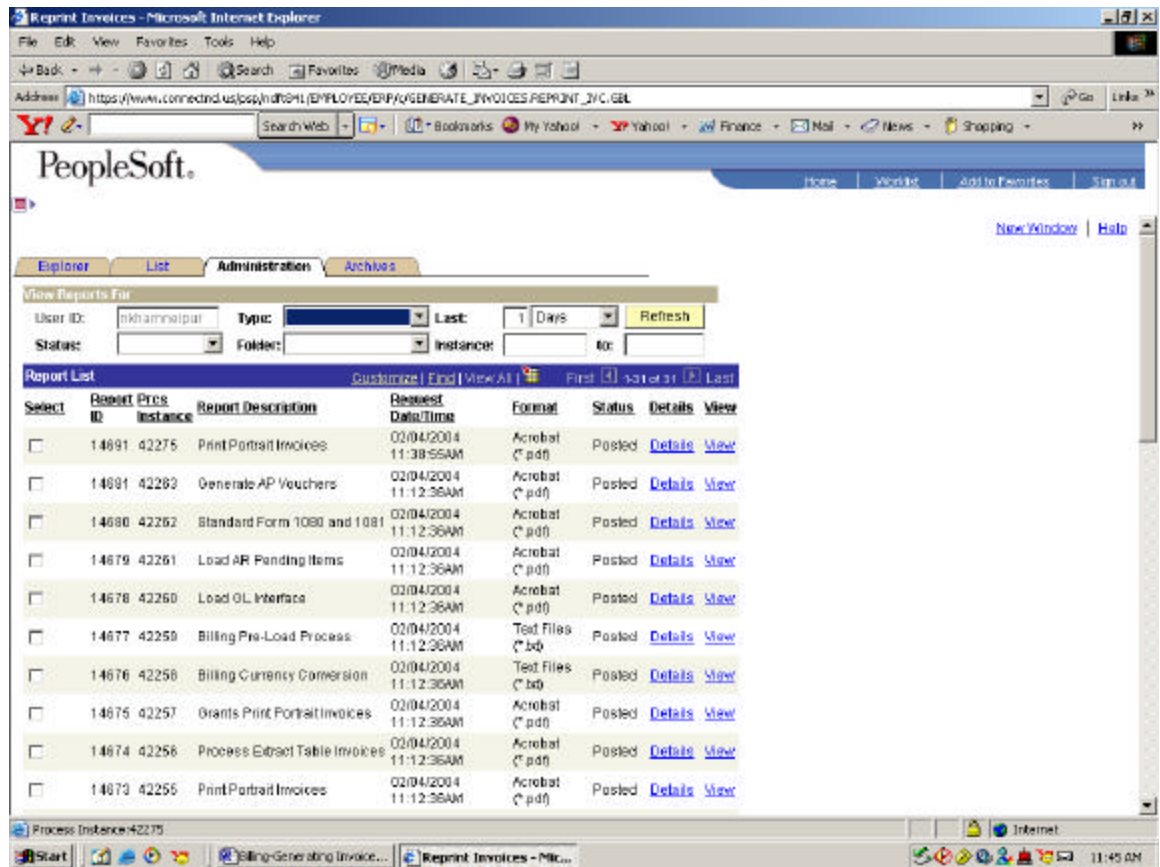
The screenshot shows a web browser window titled "Reprint Invoices - Microsoft Internet Explorer". The address bar displays the URL: [https://www.connectnd.us/ps/jsp/ndPrint/EMPLOYEE/EMP/FX/GENERATE\\_INVOICES/REPRINT\\_ZYC.GBL](https://www.connectnd.us/ps/jsp/ndPrint/EMPLOYEE/EMP/FX/GENERATE_INVOICES/REPRINT_ZYC.GBL). The page features the PeopleSoft logo and navigation links like "Home", "Worklist", "Add to Favorites", and "Sign out".

The main content area is titled "Reprint Invoices" and includes a "Print Options" tab. Below this, there are controls for "Run Control ID: reprint", "Language: English", and radio buttons for "Specified" (selected) and "Recipient's". Links for "Report Manager" and "Process Monitor" are visible, along with a "Run" button.

The "Selection Parameters" section contains a "Seq Nbr:" field with the value "1". Below this is a "Range Selection" box with radio buttons for "All", "Invoice ID", "Bill Cycle", "Cust ID", "Date Bill Added", "Bill Type", "Range ID", and "Bill Source". To the right of this box are fields for "Business Unit:" (value: 11000), "From Invoice:" (value: MB0000000099), and "To Invoice:" (value: MB0000000099). There is also an unchecked checkbox labeled "Include Attached Bills".

At the bottom of the form, there are buttons for "Save", "Return to Search", "Home", "Add", and "Search Again". A status bar at the very bottom shows "Process Instance: 42215" and the current time as 11:45 AM.

- Verify and Print the Invoices through the [Report Manager](#) or [Process Monitor](#).



- Click on the Administration tab in the [Report Manager](#).
- Find the process instance for the 'Print Portrait Invoices' – Report Description.
- Click on the [View](#) hyperlink

**Report Detail**

<b>Report ID:</b> 14091	<b>Process Instance:</b> 42275
<b>Name:</b> BIIVCPN	<b>Process Type:</b> SQR Report
<b>Run Status:</b> Success	

Print Portrait Invoices

Name	File Size (bytes)	Dateline Created
<a href="#">BIIVCPN_42275.PDF</a>	3,116	02/04/2004 11:39:04.690000AM CST
<a href="#">Trace File</a>	68	02/04/2004 11:39:04.690000AM CST
<a href="#">Message Log</a>	1,785	02/04/2004 11:39:04.690000AM CST

[Return](#)

- Click on the [BIIVCPN 'Process Instance #'.PDF](#) to view and print the Invoices.



https://www.connectnd.us/psreports/ndf1841/14691/811VCPN\_42275.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/psreports/ndf1841/14691/811VCPN\_42275.PDF

Search Web: Search Yahoo! Finance Mail News Shopping

**INVOICE**

Please Remit To:  
Bank of North Dakota  
700 East Main  
P.O. Box  
Bismarck ND 58506-9509  
United States

Page: 1  
Invoice No: MB0000000099  
Invoice Date: 12/21/2003  
Customer Number: MB\_1000008  
Payment Terms: Immediate  
Due Date: 12/21/2003

Bill To:  
test  
test  
bismarck nd  
United States

AMOUNT DUE: 10,000.00 USD



Amount Remitted

For billing questions, please call

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1			test	10.00		1,000.00	10,000.00
<b>SUBTOTAL:</b>							10,000.00

1 of 2 8.5 x 11 in

Done Start Billing-Generating Invoice... Reprint Invoices - Microso... https://www.connectn... 11:46 AM

- Click the Save icon  to save the Pro Forma invoices on your computer.
- Click the Print icon  to send the Pro Forma invoices to the printer.
- Click **Return** on the Report Detail page to return to the [Report Manager – Administrative tab](#).

## Copy Single Invoice

Billing > Maintain Bills > Copy Single Bill

**Copy Single Bill**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [dropdown] [text box] [search icon]

Invoice: [dropdown] [text box] [search icon]

Bill Status: [dropdown] [text box]

Customer: [dropdown] [text box] [search icon]

Contract: [dropdown] [text box]

☐ Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

- Search and select the individual invoice that will be used as the template to copy.
  - Business Unit
  - Invoice
  - Bill Status
  - Customer

Note: Template bill can be in any status.

- Click Search

Copy Single Bill - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/ps/jsp/nd/PS/EMPLOYEE/EMP/MAIN/MANAGE\_BILLING\_UTILITIES.COPY\_BILL\_GBL

Search Web: Search Web: My Yahoo! Yahoo! Finance Mail News Shopping

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

**Copy Single Bill**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: 11000

Invoice: begins with

Bill Status: =

Customer: begins with

Contract: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All 1,100 of 107 Last

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Contract
11000	MB0000000248	Rebill	New Bill	MSC	QNL	MB_1000022 (blank)	
11000	MB0000000247	Credit Bill	Invoiced	MSC	QNL	MB_1000022 (blank)	
11000	MB0000000246	Regular	New Bill	MSC	QNL	MB_1000022 (blank)	
11000	MB0000000245	Credit Bill	Invoiced	MSC	QNL	MB_1000010 (blank)	
11000	MB0000000244	Regular	Invoiced	MSC	QNL	MB_1000010 (blank)	
11000	MB0000000243	Regular	Invoiced	MSC	QNL	MB_1000024 (blank)	
11000	MB0000000242	Regular	Invoiced	MSC	QNL	MB_1000022 (blank)	
11000	MB0000000241	Regular	Ready	MSC	QNL	MB_1000022 (blank)	

Start Billing-Generating Invoice... Copy Single Bill - Micro... Copy Single Bill (BL-1.0) - ...

11:55 AM

- Select the individual invoice that will be used as the template to copy.

Copy Single Bill - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Copy Paste

Address: https://www.connectnd.us/ps/jsp/nd/PSMT/EMPLOYEE/EMP/A/MANAGE\_BILLING\_UTILITIES.COPY\_BILL.GBL

Search Web Bookmarks My Yahoo! Yahoo! Finance Mail News Shopping

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Copy Single Bill

Unit: 11000 Bill To: MB\_1000022 Prefix Amt: 350.00 USD  
Invoice: H90000000240 Peterson Office Supply

Select Bill Action

☒ No Bill Action  
☐ Copy Bill

Copy Results

\*Copy Bill: NEXT Go To Bill Header - Gen. Info

Save Return to Search Add to New List Previous in List Retry

Done

Start Billing-Generating Invoice... Copy Single Bill - Micro... Copy Single Bill (BL-1.0) - ... 11:55 AM

- Click Copy Bill
- Click 

Note: Once saved, a new bill is created using the template and the 'Copy Bill' field is populated with the new invoice number. New bill is in "New" status. Also, the invoice Date is not copied as part of this process.

**Copy Single Bill** - Microsoft Internet Explorer

Address: [https://www.connectnd.us/jsp/hdr041/EMPLOYEE/EMP/MANAGE\\_BILLING\\_UTILITIES\\_COPY\\_BILL.gel](https://www.connectnd.us/jsp/hdr041/EMPLOYEE/EMP/MANAGE_BILLING_UTILITIES_COPY_BILL.gel)

PeopleSoft.

Unit: 11000      Bill To: MB\_1000022      Pretax Amt: 350.00      USD  
 Invoice: MB0000000248      Peterson Office Supply

**Select Bill Action**

☒ No Bill Action  
☐ Copy Bill

**Copy Results**

\*Copy Bill: MB0000000248      [Go To Bill Header - Gen Info](#)

Save    Return to Search    Next in List    Previous in List    Print

Save (Alt+1)

javascript:submitAction\_win(document.win0, 'ifCSave');

Start    Billing-Generating Invoice...    Copy Single Bill - Micro...    Copy Single Bill (SL4.0) - ...    11:57 AM

- Click the [Go To Bill Header – Gen Info hyperlink](#) to view and update the newly created bill.

Standard Billing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/jsp/nd04/EMPLOYEE/EMP/ENTER\_BILLING\_INFORMATION\_GL\_ENTRY.GBL

Search Web: Search Web: My Yahoo! Yahoo! Finance Mail News Shopping

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Header - Info 1 Line - Info 1

Unit: 11000 Invoice: MB0000000240 Prefax Amt: 350.00 USD

Status: NEW Invoice Date: Curr: USD

Type: MSC Source: ONL Frequency: Once

Customer: MB\_1000022 Address SubCost1: SubCost2:

Peterson Office Supply

Cycle ID: ON DEMAND Invoice Form: STANDARD From Date: To Date:

Pay Terms: IMVED Pay Method: CHK Remit To: END Bank Account: END

Acctg Date: Account: 124001 AR Distribution

Sales: TEAM Bill Inquiry Phone: Biller: Billing Authority:

Credit: CREDIT Collect: COLLECT

Go to: Header Info 2 Address Copy Address Notes Expense Entry

Summary Bill Search Line Search Navigation: Header - Info 1 Prev Next

Save Return to Search Direct to List Previous Page Next Refresh Add

Header - Info 1 | Line - Info 1

Start Billing-Generating Invoice... Standard Billing - Micro... Copy Single Bill (BL-1.0) - ... 11:58 AM

## Adjust Entire Bill

Billing > Maintain Bills > Adjust Entire Bill

**Adjust Entire Bill**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [dropdown] [11000] [magnifying glass]

Invoice: [begins with] [text box]

Customer: [begins with] [text box] [magnifying glass]

Contract: [begins with] [text box]

☐ Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

- Search and select the individual invoice that will be adjusted.
  - Business Unit
  - Invoice
  - Customer
- Click Search



**Adjust Entire Bill - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: [https://www.connectnd.us/ps/jsp/HR/HR/EMPLOYEE/EMP/ADJUST\\_BILLS/CREATE\\_ADJ\\_BILL.GBL](https://www.connectnd.us/ps/jsp/HR/HR/EMPLOYEE/EMP/ADJUST_BILLS/CREATE_ADJ_BILL.GBL) Go Link

Search Web Bookmarks My Yahoo! Yahoo! Finance Mail News Shopping

**PeopleSoft.** Home Worklist Add to Favorites Sign out

[New Window](#) [Help](#)

**Adjust Entire Bill**

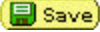
Unit: 11000 Bill To: MB\_1000024 Invoice Amt: 300.00 USD

Invoice: NB0000000243 A Customer

Select Bill Adjustment Action	Adjustment Results
<input checked="" type="radio"/> No Bill Action <input type="radio"/> Credit Entire Bill <input type="radio"/> Credit & Rebill	Credit Bill: NEXT Header Info 1 Rebill Bill: NEXT Header Info 1

Save Return to Search Next in List Previous in List Verify Refresh

Start Billing-Generating Invoice... Adjust Entire Bill - Micro... Adjust Entire Bill (BJ.5.0) ... 12:02 PM

- Select the appropriate Bill Adjustment Action.
  - No Bill Action.
  - Credit Entire Bill
  - Credit & Re-bill.
- Click ,

Adjust Entire Bill - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/jsp/htmlPrint/EMPLOYEE/EMP/FX/ADJUST\_BILLS/CREATE\_ADJ\_BILL.GBL

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PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Saved

Adjust Entire Bill

Unit: 11000 Bill To: MB\_1000024 Invoice Amt: 300.00 USD

Invoice: MB0000000243 A Customer

Select Bill Adjustment Action

☒ No Bill Action

☐ Credit Entire Bill

☐ Credit & Rebill

Adjustment Results

Credit Bill: MB0000000250 Header Info 1

Rebill Bill: NEXT Header Info 1

Save Return to Search Next in List Previous in List Print Refresh

Start Billing-Generating Invoice... Adjust Entire Bill - Micro... Adjust Entire Bill (BJ.5.0) ... 12:03 PM

- Click the [Go To Bill Header – Gen Info hyperlink](#) to view and update the newly created bill.

- Click the [Go To Bill Header – Gen Info hyperlink](#) to view and update the newly created bill.

Note: Once saved, new bills are created using the template bill. Depending on the Bill Adjustment Action, the 'Credit Bill' and 'Re-bill Bill' fields are populated with new invoice numbers. Credit bill is in "Ready" status whereas the Re-billed bill is in "New" status. Also, the invoice Date is not copied as part of this process.